

**सूचना NOTICE**

**नेशनल बैंक स्टाफ कॉलेज, लखनऊ के लिए विभिन्न सेवा प्रदाताओं और आपूर्तिकर्ताओं का  
पैनल बनाना**

**Empanelment of Service Providers and Suppliers for National Bank Staff  
College Lucknow**

अपने ट्रेनिंग प्रतिष्ठान, नेशनल बैंक स्टाफ कॉलेज में विभिन्न सेवाओं/ आपूर्ति प्रदान करने के लिए राष्ट्रीय कृषि एवं ग्रामीण विकास बैंक (नाबार्ड) प्रतिष्ठित सेवा प्रदाताओं / आपूर्तिकर्ताओं का एक पैनल तैयार करना चाहता है. इम्पैनेलमेंट दो साल के लिए मान्य होगा. इम्पैनेलमेंट 32 सेवाओं और 4 श्रेणियों में किया जाना है। हर सेवा के लिए आवेदनकर्ता 4 श्रेणियों में से अपनी क्षमता अनुसार किसी एक श्रेणी में आवेदन कर सकते हैं. आवेदक एक या अधिक सेवाओं के लिए आवेदन कर सकते हैं. ट्रेड मद/कार्य -सूची की श्रेणी के लिए कृपया अनुबंध - I देखें.

पैनल में शामिल होने के लिए आवेदकों को सभी विस्तृत जानकारी के साथ निर्धारित प्रपत्र में आवेदन प्रस्तुत करना होगा. आवेदन पत्र [www.nabard.org/](http://www.nabard.org/) [www.nbsc.in/](http://www.nbsc.in/) [eprocure.gov.in/epublish](http://eprocure.gov.in/epublish) से डाउनलोड किये जा सकते हैं.

आवेदन, निर्धारित प्रपत्र में विधिवत रूप से मुहरबंद लिफाफे में प्रधानाचार्य, राष्ट्रीय बैंक स्टाफ महाविद्यालय, सेक्टर - H, LDA कॉलोनी, लखनऊ -226012 को प्रस्तुत किये जा सकते हैं. लिफाफों पर " नेशनल बैंक स्टाफ कॉलेज, लखनऊ में विभिन्न सेवा प्रदाताओं और आपूर्तिकर्ताओं के इम्पैनेलमेंट हेतु आवेदन" (कार्य इंगित किया जाये) स्पष्ट रूप से लिखा जाये.

National Bank for Agriculture and Rural Development (NABARD) intends to prepare a panel of reputed service providers/suppliers for providing services/supply of various goods for its Training Centre, National Bank Staff College (NBSC), Lucknow. The empanelment will be valid for two years. The empanelment is to be done in 32 trades and in 4 categories. For each service applicant can apply from any of the 4 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.

Applicants for empanelment should apply in the prescribed form, which, alongwith all the other details, can be downloaded from our websites: [www.nabard.org/](http://www.nabard.org/) [www.nbsc.in/](http://www.nbsc.in/) / [eprocure.gov.in/epublish](http://eprocure.gov.in/epublish)

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 National Bank Staff College, Lucknow" to the Principal, National Bank Staff College,

<p>आवेदन 27 मार्च 2024 को अपराह्न 3:00 बजे तक प्रस्तुत किये जा सकते हैं.</p> <p>पहले से सूचीबद्ध ठेकेदार नए सिरे से अपना आवेदन प्रस्तुत कर सकते हैं.</p> <p>किसी भी आवेदन या सभी आवेदनों को बिना कोई कारण बताए अस्वीकार करने का अधिकार राष्ट्रीय बैंक स्टाफ महाविद्यालय को होगा.</p>	<p>Sector-H, LDA Colony, Lucknow – 226012.</p> <p>Last Date of submission of application is 27 March 2024 up to 3.00 PM.</p> <p>Already empaneled contractors may submit applications afresh.</p> <p>National Bank Staff College reserves the right to reject any or all the applications without assigning any reasons thereof.</p>
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Sd/-

Deputy General Manager (Administration)

National Bank Staff College

Lucknow



**NATIONAL BANK STAFF COLLEGE  
LUCKNOW**

**NOTICE**

**INVITING APPLICATIONS FOR EMPANELMENT OF VARIOUS SERVICE  
PROVIDERS AND SUPPLIERS FOR NATIONAL BANK STAFF COLLEGE  
LUCKNOW**

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

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

\_\_\_\_\_

\_\_\_\_\_

**LAST DATE OF SUBMISSION:** \_\_\_\_\_

**THE PRINCIPAL,  
NATIONAL BANK STAFF COLLEGE,  
SECTOR-H, LDA COLONY,  
LUCKNOW**

**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 National Bank Staff College, Lucknow" on the cover and addressed to Principal, National Bank Staff College, 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 practising 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 NATIONAL BANK STAFF COLLEGE, LUCKNOW**

1) National Bank for Agriculture and Rural Development (NABARD) intends to prepare a panel of reputed service providers and suppliers for its Training Centre National Bank Staff College (NBSC), Lucknow for trades mentioned in Annexure I.

2) The empanelment shall be valid for a period of 2 years i.e. 01 April 2024 to 31 March 2026 subject to annual review every year. 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.

3) The panel would be prepared under four 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)

Note: For some categories the empanelment is not done in all the 4 categories. Kindly read the Annexure-I carefully in this regard before submitting the applications.

4) 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)
1) ANNUAL FINANCIAL TURNOVER : Average Annual financial turnover during each of the last 3 years, ending 31 March 2023, 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
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.

5) The application duly filled in shall be submitted in a sealed envelope super subscribed as "Empanelment of various Service Providers and Suppliers at National Bank Staff College, Lucknow" on the cover and addressed to Principal, National Bank Staff College, Sector-H, LDA Colony, Lucknow **on or before 03:00 P.M., 27 March 2024. Already enlisted contractors also need to apply afresh.**

6) NABARD encourages electronic mode of payment to vendors. For this purpose, please furnish the information in Annexure-VII.

7) 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 NBSC Lucknow**

Trade/Items of Work		Category – I (upto Rs. 2 lakhs)	Category – II (upto Rs. 5 lakhs)	Category –III (upto Rs. 10 lakhs)	Category – IV (upto Rs. 25 lakhs)
		<b>Trade Code</b>			
<b>SECTION A (Services)</b>					
1.	Dry Cleaners	1 (A)	1 (B)	1 (C)	NA
2.	Printers – for printing Banners, Standees, Brochures	2 (A)	2 (B)	2 (C)	NA
3.	Photographers	3 (A)	3 (B)	3 (C)	NA
4.	Courier Service Providers	4 (A)	4 (B)	4 (C)	NA
5.	Laundry Services	5 (A)	5 (B)	5 (C)	NA
6.	Photocopiers	6 (A)	6 (B)	6 (C)	NA
7.	Taxi Service Providers	7 (A)	7 (B)	7 (C)	NA
8.	Supply and printing of T-Shirts, gift items etc.	8 (A)	8 (B)	8 (C)	NA
<b>SECTION B (Supplies for various articles)</b>					
9.	All Stationery Items including bags	9 (A)	9 (B)	9 (C)	9 (D)
10.	Plumbing and Sanitary item Suppliers	10 (A)	10 (B)	10 (C)	10 (D)
11.	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.	11 (A)	11 (B)	11 (C)	11 (D)
12.	Suppliers of Crockery, Cutlery and Bottles items	12 (A)	12 (B)	12 (C)	12 (D)
13.	Supply and installation of TV, refrigerators /washing machines domestic appliances, Air-conditioners, fridges, coolers, blowers, Music system, Heaters, iron heaters	13 (A)	13 (B)	13 (C)	13 (D)

	<b>and telecommunication devices etc.</b>				
<b>14.</b>	<b>Supply, installation and repair of Modular Office furniture</b>	14 (A)	14 (B)	14 (C)	14 (D)
<b>15.</b>	<b>Supply of manure, fertilizers, insecticides, flower plants, flower pots etc.</b>	15 (A)	15 (B)	15 (C)	15 (D)
<b>16.</b>	<b>Supply of cleaning materials, toilet kits including soaps, detergents, cosmetics, etc.</b>	16 (A)	16 (B)	16 (C)	16 (D)
<b>17.</b>	<b>Supply of Computers and Peripherals like PC, Laptops, Tabs, Printers, Projectors, Scanners, etc.</b>	17 (A)	17 (B)	17 (C)	17 (D)
<b>18.</b>	<b>Supply of UPS systems and their accessories like batteries etc.</b>	18 (A)	18 (B)	18 (C)	18 (D)
<b>19.</b>	<b>Supply of Printer Cartridges for Samsung, Panasonic, Ricoh, HP etc.</b>	19 (A)	19 (B)	19 (C)	19 (D)
<b>20.</b>	<b>Supply of Bed and Bath Linen of Bombay Dyeing</b>	20 (A)	20 (B)	20 (C)	20 (D)
<b>21.</b>	<b>Supply of Curtains</b>	21 (A)	21 (B)	21 (C)	21 (D)
<b>22.</b>	<b>Supply of Newspapers, Periodicals, Magazines and Books</b>	22 (A)	22 (B)	22 (C)	22 (D)
<b>23.</b>	<b>Supply of Sports Goods and Equipments</b>	23 (A)	23 (B)	23 (C)	23 (D)
<b>24.</b>	<b>Florists</b>	24 (A)	24 (B)	24 (C)	24 (D)
<b>25.</b>	<b>Supply of bags, trolleys, overnigher etc.</b>	25 (A)	25 (B)	25 (C)	25 (D)
<b>26.</b>	<b>Supply of watches &amp; clocks</b>	26 (A)	26 (B)	26 (C)	26 (D)
<b>27.</b>	<b>Tent Services / Event Management Services</b>	27 (A)	27 (B)	27 (C)	27 (D)
<b>SECTION C (Annual Maintenance Contracts)</b>					
<b>28.</b>	<b>Pest Control, anti-termite treatment, rodent control treatment, fumigation, etc.</b>	28 (A)	28 (B)	28 (C)	NA
<b>29.</b>	<b>Servicing &amp; maintenance of window AC, Split AC, Package units tower units, air</b>	29 (A)	29 (B)	29 (C)	NA



	<b>purifiers, water coolers, etc.</b>				
<b>30.</b>	<b>Supply, repair &amp; maintenance of Firefighting installations</b>	30 (A)	30 (B)	30 (C)	NA
<b>31.</b>	<b>Servicing and maintenance of EPABX system / telephone wiring / intercoms etc.</b>	31 (A)	31 (B)	31 (C)	NA
<b>32.</b>	<b>Installation and Maintenance of CCTV</b>	32 (A)	32 (B)	32 (C)	NA

## ANNEXURE-II

### General Instructions to the applicants for Empanelment

- 1) National Bank for Agriculture and Rural Development (NABARD) intends to prepare a panel of reputed service providers and suppliers for its Training Centre National Bank Staff College (NBSC), Lucknow for providing 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.25 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 (Annexure III & IV) 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 (ii) Previous Experience shall be signed by a person on behalf of the Organisation, who is duly authorised to do so.
- 12) 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 item. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
- 13) Applications containing false or inadequate information are liable for rejection.

14) National Bank Staff College 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.

15) Clarification, if any, may be obtained from Deputy General Manager (DPSP), NBSC, Lucknow Phone no. 0522-2497009 on any working day (Monday to Friday) between 1000 hrs to 1700 hrs.

16) All applicants must fill the following format and paste it on the envelope while submitting their application:

<p><b>Name of the Applicant:</b></p> <p><b>Address:</b></p> <p><b>Contact Number:</b></p> <p><b>Application for the Service:</b> (Please mention applicable trade as per Annexure-I)</p> <p><b>Application for Category:</b> (Please mention applicable category as per Annexure-I)</p>
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**Please Note: Multiple applications from a single applicant must be submitted in a separate sealed envelope for each trade.**

**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)	
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.	(i) Details of Registration (Firm, Company, etc.), Registering Authority, Date, No. Etc. (ii) Details of Labour Licenses / 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's 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) 2020-21 (ii) 2021-22 (iii) 2022-23
12.	I. Registered Office address, II. Contact number (Landline & Mobile) III. Fax number IV. E-mail id V. Website address (if any)	

	VI. 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 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 Vendors/Suppliers own Letter head**

No. ....

Date : .....

Principal,  
National Bank Staff College,  
Sector-H, LDA Colony,  
Lucknow-226012

Dear Sir/Mam,

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

1) With reference to your advertisement on the Website on \_\_\_\_\_ 2024 for the Empanelment of Vendors/Suppliers, 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 National Bank Staff College, Lucknow on the basis of the information given by me/us will be treated as invalid.

4) I/We agree that the decision of National Bank Staff College, Lucknow in selection of the Vendors/Suppliers 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)

**ANNEXURE-VI**  
**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)