

### Checklist of Submission of Application for Empanelment

Sr. No.	Particulars	Submitted (Yes/No)
1.	The application duly filled in submitted in a sealed envelope	
2.	The application submitted on applicant's letterhead as per given format in <b>Enclosure (C)</b>	
3.	Application super-scribed as "Application for Empanelment of Service Providers for Supply of Office Stationery and providing Printing Services" on the cover and addressed to Chief General Manager, NABARD Gujarat RO, 120 Feet Ring Rd, Shanti Nagar, Usmanpura, Ahmedabad, Gujarat 380013.	
4.	Trade and category in which empanelment is desired is indicated on top of the envelope	
5.	Copies of work orders, completion certificates in support of experience of related trade/ business submitted	
6.	Copies of balance sheet and profit & loss statements for the previous three years, duly certified by a practising Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing submitted	
7.	Copy of Permanent Account Number (PAN) of the Proprietor/ Partnership Firm/ Private Limited Company/ Limited Company or Cooperative Body attached	
8.	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
9.	Information duly furnished in <b>Enclosure (B)</b> along with supporting documents	
10.	Bank details furnished in <b>Enclosure (D)</b>	
11.	Copy of cancelled cheque enclosed	

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

**Enclosure (A)**

**Trade wise list of items for NABARD Office Premises and Staff Quarters**

<b>Sr. No.</b>	<b>Trade/Nature of Works</b>	<b>Descriptions</b>	<b>Yes/No</b>
1.	General Office Stationery	Supply of General Office Stationery like Pen, Pencil, Notepad, Gum, Cello Tape, Folders, etc	
2.	Xerox/ Spiral Binding	Providing service of Xeroxing, Lamination, Scanning, Spiral Binding, etc	
3.	Printing Works	Various internal as well as external Publications, Letter Head, Register, Envelope, Folders, Sticker, etc	
4.	Banner/Flex Banner	Supply of Banner/Flex Banner,	
5.	Exhibition Work, Glow Board, Flex Board,etc	Providing Exhibition Work, Glow Board, Flex Board,etc	
6.	Computer Stationery	Supply of Computer Stationeries	
7.	Visiting Card, Identity card, Name Plates, etc	Supply of Visiting Card, Identity card, Name Plates, etc	

Note: The above list is only illustrative. The trades may include all the necessary items which are required by the Bank from time to time.

**Enclosure (B)****BASIC INFORMATION**

<b>A. General Information</b>		
1.	Name of the applicant organization/ vendor/ supplier/ service providers	
2.	Address for communication and contact details	
3.	Telephone number (landline)	
4.	Telephone number (mobile)	
5.	Type of the organization (whether sole proprietorship, partnership, private limited or limited company or cooperative society, etc.)	
6.	Name of the proprietor/partners or directors in the organisation	1. 2. 3. 4. 5.
7.	Details of Registration – (whether partnership firm, company, society, etc.) Registering Authority, Date, Registration No., etc., mentioning the business/activity of the firm (A copy to be enclosed)	
8.	Whether empanelled with Government/ Semi Government/ Municipal Authorities or any other organization and if so, give the details of the same and nature of contract.	
9.	Number of years of experience in the field/ trade applied for (give separate for each trade). A list of important assignments may be indicated for the same along with supporting documents.	____ Years
10.	Have you in the past carried out any works for NABARD? If yes, give details.	
11.	Address of Office through which the proposed work will be handled. The name, designation and contact details of the officer in charge	
<b>B. Financial Information</b>		
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	2021-22 (Rs.....) 2022-23 (Rs.....) 2023-24 (Rs.....)	
16.	Indicate if involved in any litigation at present in similar type of contracts		
17.	Any civil suit arisen in the contracts of works executed, if any, please given brief details		
18.	Number of supplementary sheets attached to <b>Enclosure (B)</b>		

**Enclosure (C)**

**(To be submitted on Contractor's own Letterhead)**

No. ....

Date : .....

**Chief General Manager**

NABARD

Gujarat RO

120 Feet Ring Rd, Shanti Nagar,

Usmanpura, Ahmedabad,

Gujarat 380013.

Dear Sir,

**Empanelment of Consultants for NABARD Gujarat Regional Office, Ahmedabad**  
**- " \_\_\_\_\_ " (write name of the trade(s) under which the applicant**  
**wants to be empanelled)**

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

8. “ \_\_\_\_\_ ” (write name of the trade/s under which the applicant wants to be empanelled) trade/s / category.

Thanking you

Yours faithfully

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

**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)	
8	Account Number	