

**Corrigendum – Empanelment of Vendors/Suppliers/Service Providers for Hardware, Software and Support Services at Bankers Institute of Rural Development (BIRD), Lucknow**

With reference to the notice inviting applications vide Ref No. BIRD.LKO/14/Empanelment/2023-24 dated 13-07-2023 for Empanelment of Vendors/Suppliers/Service Providers for Hardware, Software and Support Services at Bankers Institute of Rural Development (BIRD), Lucknow, it is informed that:

1. The last date of submission of application is extended by 16 days and the application may be submitted on or before 18.08.2023 by 3:00 PM
2. All other terms and conditions of the application remain unchanged.

Sd/-

(Samriti Bhagat)  
Deputy General Manager (Admin)



**BANKERS INSTITUTE OF RURAL DEVELOPMENT, LUCKNOW**

**NOTICE**

**Empanelment of Vendors/Suppliers/Service Providers for Hardware, Software and Support Services at Bankers Institute of Rural Development (BIRD), Lucknow**

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

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

\_\_\_\_\_

\_\_\_\_\_

**LAST DATE OF SUBMISSION: 02 August 2023**

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

## NOTICE

Ref No. BIRD.LKO/14 /Empanelment / 2023-2024

Date : 13.07.2023

### **Empanelment of Vendors/Suppliers/Service Providers for Hardware, Software and Support Services at Bankers Institute of Rural Development, Lucknow**

Bankers Institute of Rural Development (BIRD) intends to prepare a panel of reputed vendors, suppliers, service providers, dealers, etc., valid for two years for procurement of various Hardware, Software and Support Services for its office at Lucknow. 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 articles or services under various categories.

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 BIRD's website <https://birdlucknow.nabard.org>.

The applications, duly filled in the prescribed format and complete in all respects, may be submitted in a sealed cover clearly super-scribing it as "Application for Empanelment of Vendors/ Suppliers/ Service Providers for (Trade to be indicated)" to the Director, Bankers Institute of Rural Development, BIRD, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012. The last date for submission of application is **02 August 2023 up to 3:00 PM**.

BIRD reserves the right to reject any or all the applications without assigning any reasons therefor.

Yours faithfully

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

## सूचना

संदर्भ संख्या बर्ड.एलकेओ/14/एमपनेलमेंट/2023-2024

दिनांक: 13.07.2023

बैंकर्स ग्रामीण विकास संस्थान, लखनऊ में हार्डवेयर, सॉफ्टवेयर और सहायक सेवाओं के लिए विक्रेताओं/आपूर्तिकर्ताओं/ सेवा प्रदाताओं का पैनल

बैंकर्स इंस्टीट्यूट ऑफ रूरल डेवलपमेंट (बर्ड), लखनऊ अपने कार्यालय के लिए विभिन्न हार्डवेयर, सॉफ्टवेयर और सहायक सेवाओं के लिए दो साल के लिए वैध प्रतिष्ठित विक्रेताओं, आपूर्तिकर्ताओं, सहायक सेवाओं, डीलरों आदि का एक पैनल तैयार करना चाहता है। ऐसी वस्तुओं/सेवाओं की प्रकृति, व्यापार और विवरण संलग्नक (A) में दिया गया है। एक आवेदक विभिन्न श्रेणियों के तहत एक से अधिक वस्तुओं या सेवाओं की आपूर्ति के लिए आवेदन कर सकता है। पैनल में शामिल होने के लिए आवेदन निर्धारित प्रारूप में किया जाना चाहिए, जिसे पैनल तैयार करने के नियमों और शर्तों सहित अन्य प्रासंगिक विवरणों के साथ बर्ड की वेबसाइट <https://birdlucknow.nabard.org> से डाउनलोड किया जा सकता है।

निर्धारित प्रारूप में भरे गए और सभी तरह से पूर्ण आवेदन, एक सीलबंद लिफाफे में जो स्पष्ट रूप से "विक्रेताओं / आपूर्तिकर्ताओं / सेवा प्रदाताओं के पैनल के लिए आवेदन (व्यापार इंगित किया जाना है)" के रूप में लिखकर निदेशक, बैंकर्स इंस्टीट्यूट ऑफ रूरल डेवलपमेंट (बर्ड), सेक्टर-एच, एलडीए कॉलोनी, कानपुर रोड, लखनऊ-226012 को प्रस्तुत किया जाना है। आवेदन जमा करने की अंतिम तिथि **02 अगस्त 2023 अपराह्न 3:00** बजे तक है।

बर्ड बिना कोई कारण बताए किसी या सभी आवेदनों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

भवदीय

ह /-

(स्मृति भगत)

उपमहाप्रबंधक (प्रशासन)

## 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>Annexure-V</b>	
3.	Application super-scribed as "Application for Empanelment of Vendors/ Suppliers/ Service Providers for (trade to be indicated)" on the cover and addressed to The Director, Bankers Institute of Rural Development, BIRD, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012	
4.	Trade and category in which empanelment is desired is indicated on top of the envelope	
5.	Submitted copies of Work orders, Completion Certificates in support of experience	
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.	Details of License /MAF (Manufacture Authorization) 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 Company/ Limited Company or Cooperative Body attached	
9.	Copy of details of Registrations, if any, (i) Under Companies Act/ Cooperative Societies Act, (ii) GST - enclosed	
10.	Information duly furnished in Annexure-III and IV along with supporting documents	
11.	Bank details furnished in <b>Annuxure-VI</b>	
12.	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

## NOTICE INVITING

**Bankers Institute of Rural Development (BIRD), Lucknow intends to prepare a panel of reputed Vendors/Suppliers/Service Providers for Hardware, Software and Support Services for trades mentioned in Annexure I.**

- 1) The empanelment shall be valid for a period of 2 years i.e. 01<sup>st</sup> August 2023 to 31<sup>st</sup> July 2025. If the performance and dealings of the Service Provider/Supplier is found to be unsatisfactory, BIRD reserves the right to delete their name from the empanelled list.
- 2) 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)
- 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)
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 computers, Switches, Servers, Storage, backup Devices, Audio-Video equipment, voice recorder, Cyber security Biometric etc.			
3) Experience	The firm/vendor should be supplying Hardware, Software and Support 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 computers, Switches, Servers, Storage, backup Devices, Audio-Video equipment, voice recorder, Cyber security Biometric etc.
- 4) The application duly filled in shall be submitted in a sealed envelope super subscribed as "Empanelment of Vendors/Suppliers/Service Providers" at Bankers Institute of Rural Development (BIRD), 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., 02 August 2023.
  - 5) BIRD encourages electronic mode of payment to vendors. For this purpose, please furnish the information in Annexure-VI.
  - 6) BIRD 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 Conditions of 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>		Category y –I (upto Rs. 2 lakhs)	Category y – II (upto Rs. 5 lakhs)	Categor y –III (upto Rs. 10 lakhs)	Categor y – IV (upto Rs. 25 lakhs)
<b>Trade Code</b>					
<b>SECTION A (Software Development and Website Maintenance)</b>					
1.	<ul style="list-style-type: none"><li>• Development of Software</li><li>• Supply of Manpower for Software development</li><li>• Supply of Manpower for Software maintenance</li><li>• Development of software as service</li><li>• Website Maintenance</li></ul>	1 (A)	1 (B)	1 (C)	1 (D)
<b>SECTION B (Supply of Hardware)</b>					
2.	Supply of computers, Switches, Servers, Storage, backup Devices, Audio-Video equipment, voice recorder, Cyber security Biometric etc.	2 (A)	2 (B)	2 (C)	2 (D)
<b>SECTION C (Support Services)</b>					
3.	Support services for Security, network, database, application migration and other related services	3 (A)	3 (B)	3 (C)	3 (D)

## **Annexure – II**

### **General Conditions of Empanelment**

**Bankers Institute of Rural Development (BIRD)**, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012 intends to prepare a panel of reputed contractors / vendors / suppliers / service providers having specialization in the trades mentioned in **Enclosure (A)** for undertaking various related works in Office building

The empanelment will remain in force for two years i.e. **01 August 2023 to 30 July 2025** 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, BIRD reserves the right to remove such vendor / service provider from the empaneled list.

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

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

The vendor must have an experience of having successfully completed similar works/ services in the last three years (as on 30 June 2023). 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.

BIRD 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.

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

Disputes or differences whatsoever arising out of or relating to the construction, meaning, scope, operation or effect of the agreement or the validity or the breach thereof shall be resolved amicably between the BIRD's representative and the vendor/ vendor's representative. In case of failure to resolve the disputes and differences amicably within 30 days of the receipt of notice by the other party, then the same shall be settled by arbitration in accordance with the Arbitration and Conciliation Act, 1996 and the award made in pursuance thereof shall be final, conclusive and binding on the parties. The venue of the arbitration shall be at Lucknow.

Vendors, Suppliers, Contractors and Service Providers, etc. desirous of being empaneled in BIRD's approved list and those who are fulfilling the eligibility criteria as mentioned above may apply on or before the due date. Vendor will be responsible to ensure that the application reaches the BIRD 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.

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 **Annexure-VI**.

Application form can be downloaded from the website <https://birdlucknow.nabard.org>. The application duly filled in shall be submitted in a sealed envelope super-subscribed as "Empanelment of contractors/ suppliers/ vendors/ service providers for ..... (Trade to be indicated)" on the cover and addressed to The Director, Bankers Institute of Rural Development, BIRD, Sector-H, LDA Colony, Kanpur Road, Lucknow-226012.

**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)	
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) 2020-21 (ii) 2021-22 (iii) 2022-23

12.	<ul style="list-style-type: none"> <li>i) Registered Office address,</li> <li>ii) Contact number (Landline &amp; Mobile)</li> <li>iii) Fax number</li> <li>iv) E-mail id</li> <li>v) Website address (if any)</li> <li>vi) Office Address based at Lucknow through which the work will be handled and the name of the Officer-in- Charge/Top Executive</li> </ul>	
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 3 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 for Vendors/Suppliers/Service Providers for Hardware, Software and Support Services at 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, 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)

**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 canceled cheque under which account of the vendor is operated, a copy of pan card, a copy of GSTIN must be enclosed)