



**The Empanelment of Institutes/Professional/Individual/Firm/Societies/Corporate/Trust
Bodies in the Field Of Education, Infrastructure, Equipment and Tools, Skill Development, Research
& Development, Training, Consultancy, Leadership Program, Project Development**

Director, Uttar Pradesh Institute of Design & Research (UPiDR)

Opposite Sushant Golf City, Amar Shaheed Path, near Delhi Public School,

Roberts Lines, Hariharpur, Lucknow-226030 (UP)

Website: <http://www.upid.ac.in>

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APPLICATION FOR

The Empanelment of Institutes/Professional/Individual/Firm/Societies/Corporate/Trust Bodies in the Field Of Education, Infrastructure, Equipment and Tools, Skill Development, Research & Development, Training, Consultancy, Leadership Program, Project Development

STATUS OF APPLICANT: FIRM SOCIETIES COPORATE BODY INDIVIDUALS/PROFESSIONAL

EMPANELMENT FOR:

- INFRASTRUCTURE PROVIDER
- RESOURCE PROVIDER
- RESEARCH & DEVELOPMENT
- SKILL DEVELOPMENT
- CONSULTANCY
- TRAINING
- LEADERSHIP PROGRAM
- EQUIPMENT AND TOOLS
- EDUCATION/TRAINING
- ANY OTHER AREA Please Specify

(Note: You may apply for more than one area)

A. PROFILE OF THE ORGANISATION/INDIVIDUAL

1. Name of the Organization		
2. Nature of Organization	<input type="checkbox"/> FIRM <input type="checkbox"/> SOCIETY <input type="checkbox"/> CORPORATE BODY <input type="checkbox"/> INDIVIDUAL	
3. Registered Address		
4. Address for communication, if different from above.		
5. Telephone No.		
6. E-mail ID		
7. Key Contact Person & Mobile No.		
8. Registration No.		
9. PAN/TAN/Service Tax No.		
10. Turnover (Last three financial years) (Rs. in lakhs)		
Year	Total Turnover	Turnover from Training & Skill Development Only
2019-20		

2018-19		
2017-18		

**B. AREA FOR EXPERTISE : Please tick [] mark as applicable
ACTIVITY**

<input type="checkbox"/> CONDUCT TRAINING PROGRAMME <input type="checkbox"/> RESEARCH STUDIES <input type="checkbox"/> IMPACT ASSESMENT <input type="checkbox"/> MONITORING & EVALUATION <input type="checkbox"/> SKILL DEVELOPMENT TRAINING <input type="checkbox"/> MARKET SURVEY & PROJECT REPORT PREPARATION <input type="checkbox"/> CSR PROJECTS <input type="checkbox"/> LEADERSHIP <input type="checkbox"/> ANY OTHER AREA <input type="checkbox"/> Please Specify <input type="checkbox"/>

**C. INFRASTRUCURE DETAILS :
DETAILS OF TRAINING CENTRES / OFFICES**

S.No.	Location & Address of Center	Own/ Rented	Training facilities available	Capacity(Candidates Seating Capacity)	Name & Contact Number of Branch Head

DETAILS OF MANPOWER

S. No	Name of Employee	Designation	Age	Qualification	Experience in Years	Area of Experience
(a)No. of full time Employees of the Organization :						

(b) No. of part time Employees of the Organization :						

D. WORK EXPERIENCE

D-1. DETAILS OF TRAINING CONDUCTED (For last three years only):

S.No.	Financial year	Name of Project	No. of candidates trained	No. of candidates placed (Self /Wage)	Value of Project	Client

D-2. Any other Information (Please attach separate page, if necessary)

D-3. Payment of Registration Detail

S.No.	Name of Bank	Name of Project	Detail of Cheque /DD/RTGS

D -4. Payment of registration fee and application fee:

1. The Companies / Firms / Societies / Trusts / NGOs found suitable for empanelment will be required to deposit non - refundable registration fee of Rs. 2000/- which will be valid for one year only.
2. The individuals found suitable for empanelment will be required to deposit non - refundable registration fee of Rs. 1000/- which will be valid for one year only.
3. Application fee of Rs. 100/- shall be paid through Cheque/DD in favor **UP Institute of Design, Lucknow** which should be enclosed along with hard copy of the application. In absence of proof of application fee, the application shall not be entertained.
4. **Last date of submission Application is 30th April 2021.**

Note : Registration fee for empanelment would be payable through Cheque /DD in favor of **UP Institute of Design, Lucknow** to be submitted along with the Application Form of Empanelment which will be valid for a period of one year and thereafter, the registration will be renewed annually on year to year basis after deposit of annual fee and with the mutual consent of UPI DR and the Applicant.

Name of the Account Holder:	UP Institute of Design
Name of the Bank: Type	State Bank of India,
of Account: MICR No.	Saving Account
Account No.	2260020241
IFSC Code	10248240991
Branch Name.	SBIN0007275 Qaiserbagh Lucknow



PAN No.

88BAU1030G

Note: Please provide self certified copies of the following documents:

S. No	Description	Documents enclosed
1.	Copy of Registration	Yes / No
2.	Copy of PAN/TAN/Service Tax	Yes / No
3.	C.V. of Professional Staff	Yes / No
4.	Copy of Work Orders	Yes / No
5.	Copy of Annual Reports of last 3 Financial Years	Yes / No
6.	Photographs of infrastructure such as training hall, library, etc.	Yes / No
7.	Articles and Memorandum of Association / Societies by laws	Yes / No
8.	Details of Promoters/ Directors/ Members	Yes / No
9.	Letters of appreciation for past work done	Yes / No

Declaration:

(Undertaking on Non-Judicial stamp paper of Rs 10/-)

I/we _____ S/O _____ (Designation) and authorized signatory of M/S (Name of Trust/Society) (Address) hereby apply for empanelment for Training Programme, Infrastructure/Institute/Equipment and Tools, Skill Development, Research & Development, Training, Consultancy, in Your Organization and Declare That:

1. I/We declare that the particulars furnished above are true to the best of my/our knowledge and belief, and any incorrect information furnished may lead to cancellation of my/our application for empanelment with UPiDR, Lucknow
2. I/We understand and accept that empanelment shall be at the discretion of UPiDR, Lucknow as per requirement and UPiDR, Lucknow has a right to reject our application without assigning any reasons therefor.
3. If my/our application for empanelment in UPiDR, Lucknow is considered favorably, I/we shall abide by all the terms & conditions stated herein as well as other terms & conditions as may be prescribed by UPiDR, Lucknow from time-to-time;
4. I/We understand that empanelment as such does not guarantee award of assignment by UPiDR, Lucknow
5. I/We understand that entrustment of assignment is subject to periodical review by UPiDR, Lucknow
6. I/We understand that UPiDR, Lucknow reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
7. The training shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by UPiDR, Lucknow from time-to-time;
8. I/We shall maintain secrecy of the business allotted by UPiDR, Lucknow
9. Under no circumstances, I/we shall use the name or logo of UPiDR, Lucknow in my/ our correspondence with other institutions;
10. If any wrong practice is detected, I/We hereby consent that UPiDR, Lucknow may take steps as deemed fit;
11. I/We undertake to keep UPiDR, Lucknow informed of any events or happenings which would make me ineligible for empanelment as a Skill Development Training Provider;
12. I/We have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure;
13. I/We shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988";
14. I/We am/are a citizen of India / a body/ company incorporated/registered in India;
15. I/We have not been convicted of any offence and sentenced to a term of imprisonment;
16. I/We have not been found guilty of misconduct in professional capacity; and
17. I/We have not been convicted of an offence/ debarred by any agency/ organization.
18. I/We herewith agree to sign a separate Non Disclosure Agreement (NDA) with UPiDR, Lucknow

Date:

Place:

Signature of the Applicant
(With Stamp)

(Note: Non-disclosure Agreement will be signed after Empanelment)

Uttar Pradesh Institute of Design and Research U.P., Lucknow

LIST OF KYC REQUIREMENTS FOR REGISTRATION OF EMPANELMENT

Individual/Proprietor	Partnership Firm	Company (Pvt + Ltd)	Society	Trust Foundation
1). I D PROOF (any of the following)	1). I D PROOF (all the following)	1). I D PROOF (all the following)	1). I D PROOF (all the following)	1). I D PROOF (all the following)
a) Aadhaar Card	a).Registration Certificate	a) Articles of Association	a) Society Deed	a) Trust Deed
b) Passport	b) PAN Card	b) Certificate of Incorporation	b) Certificate of Registration	b) Certificate of Registration
	c) Partnership Deed	c) Memorandum of Association	c) PAN Card	c) PAN Card
		d) PAN Card		
		e) Master data of the company on MCA portal		
2). ADDRESS PROOF (any of the following)	2). ADDRESS PROOF (any of the following)	2). ADDRESS PROOF (any of the following)	2). ADDRESS PROOF (any of the following)	2). ADDRESS PROOF (any of the following)
a) Bank Account Statement	a) Bank Account Statement	a) Bank Account Statement last 2 months	a) Bank Account Statement	a) Bank Account Statement
b) Electricity Bill/Water Bill	b) Electricity Bill/Water Bill	b) Electricity Bill/Water Bill	b) Electricity Bill/Water Bill	b) Electricity Bill/Water Bill
c) LPG Connection Receipt	c) Telephone Bill (MTNL & BSNL)	c) Telephone Bill (MTNL & BSNL)	c) Telephone Bill (MTNL & BSNL)	c) Telephone Bill (MTNL & BSNL)
d) Rent Agreement with Utility Bill	d) Rent /Lease Agreement with Utility Bill	d) Rent /Lease Agreement with Utility Bill	d) Rent /Lease Agreement with Utility Bill	d) Rent /Lease Agreement with Utility Bill
e) Passport				
3). BANK ACCOUNT DETAILS (any one following)	3). BANK ACCOUNT DETAILS (any one following)	3). BANK ACCOUNT DETAILS (any one following)	3). BANK ACCOUNT DETAILS (any one following)	3). BANK ACCOUNT DETAILS (any one following)
a) Cancelled cheque	a) Cancelled cheque	a) Cancelled cheque	a) Cancelled cheque	a) Cancelled cheque
b) Passbook/Bank statement Copy	b) Passbook/Bank statement Copy	b) Passbook/Bank statement Copy	b) Passbook/Bank statement Copy	b) Passbook/Bank statement Copy
4). OTHERS (all the following)	4). OTHERS (all the following)	4). OTHERS (all the following)	4). OTHERS (all the following)	4). OTHERS (all the following)

a) Proprietor's 2 Photos b) PAN Card c) Income Tax Returns for last three financial years d) GST certificate	a) Photos of all Partners b) IDs (Aadhar and PAN Card Copy) of all Partners c) Income Tax Returns of firm for last three financial years d) GST certificate	a) Photos of all Directors with DIN b) IDs (Aadhar and PAN Card Copy) of promoters c) Income Tax Returns of company for last three financial years d) GST certificate	a) Photos of all Governing Members b) IDs (Aadhar and PAN Card Copy) of all governing members c) Income Tax Returns of society for last three financial years d) GST certificate	a) Photos of all members of Governing Body. b) IDs (Aadhar and PAN Card Copy) of all members of governing Body c) Income Tax Returns of Trust for last three financial years d) GST certificate
5). REFERENCES (two)	5). REFERENCES (two)	5). REFERENCES (two)	5). REFRENC S (two)	5). REFERENCES (two)
a)	a)	a)	a)	a)
b)	b)	b)	b)	b)

**Uttar Pradesh Institute of Design and Research U.P.,
Lucknow**

(Micro Small Medium Enterprises & Export Promotion, Govt. of U.P)
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