



Application Fee: Rs. 100/- only

**APPLICATION
FOR**

The Empanelment of Professional/Individual/Institutes/Firm/Societies/Corporate Bodies In the area of Entrepreneurship Development, Skill Development, Research & Development, Training, Consultancy, Banking & Finance, CSR, Leadership Programme.

STATUS OF APPLICANT: FIRM SOCIETY COPORATE BODY INDIVIDUALS/PROFESSIONAL

EMPANELMENT FOR:

- RESEARCH STUDIES
- IMPACT ASSESMENT
- MONITORING & EVALUATION
- SKILL DEVELOPMENT TRAINING
- ENTREPRENEURSHIP DEVELOPMENT TRAINING
- MARKETING & BUSINESS DEVELOPMENT
- MARKET SURVEY & PROJECT REPORT PREPARATION
- BANKING & FINANCE
- CSR PROJECTS
- LEADERSHIP
- 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	Turnover from Research, Assessments, Monitoring & Evaluation Only
2019-20			
2018-19			
2017-18			

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

<ul style="list-style-type: none"> ▪ RESEARCH STUDIES ▪ IMPACT ASSESMENT ▪ MONITORING & EVALUATION ▪ SKILL DEVELOPMENT TRAINING ▪ ENTREPRENEURSHIP DEVELOPMENT TRAINING ▪ MARKETING & BUSINESS DEVELOPMENT ▪ MARKET SURVEY & PROJECT REPORT PREPARATION ▪ BANKING & FINANCE ▪ CSR PROJECTS ▪ LEADERSHIP ▪ ANY OTHER AREA (Please Specify)
--

C. INFRASTRUCURE DETAILS :

C.1 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

C.2 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 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. 20000/- 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. 50000/- which will be valid for one year only.
3. Application fee of Rs. 100/- shall be paid through DD/RTGS in favour of **Institute of Entrepreneurship Development U.P., Lucknow** and should be enclosed along with the hard copy of application. However, while uploading the application upon the website, scanned copy of DD/RTGS should also be uploaded alongwith other documents. In absence of proof of application fee, the application shall not be entertained.
4. **Last date of submission Application is 31 December 2020.**

Note : Registration fee for empanelment would be payable through DD/RTGS in favor of **Institute of Entrepreneurship Development U.P., 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 IEDUP and the Applicant. The registration fee can also be paid **through RTGS in the Bank account of IEDUP**, the details of which are as under:

Name of the Account Holder:	Institute of Entrepreneurship Development, U.P.
Name of the Bank:	Bank of Baroda, Sarojini Nagar, Lucknow-226008
Type of Account:	Saving Account
MICR No.	226012035
IFS Code:	BARB0SAROJI
	↓
	(ZERO)
PAN No.	AAAT11575J
Account No	SB-36490100000550

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:

I/we hereby apply for empanelment for /Skill Development/ Entrepreneurship Development Training, Skill Development, Research & Development, Training, Consultancy, Banking & Finance CSR, Leadership Programme in your organization and declare That:

- 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 IEDUP, Lucknow
- I/We understand and accept that empanelment shall be at the discretion of IEDUP, Lucknow as per requirement and IEDUP, Lucknow has a right to reject our application without assigning any reasons therefore.
- If my/our application for empanelment in IEDUP, 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 IEDUP, Lucknow from time-to-time;
- I/We understand that empanelment as such does not guarantee award of assignment by IEDUP, Lucknow
- I/We understand that entrustment of assignment is subject to periodical review by IEDUP, Lucknow
- I/We understand that IEDUP, Lucknow reserves the right to delete/cancel the empanelment/stop awarding future assignments without prior notice or assigning any reasons whatsoever;
- The training shall be conducted on the basis of accepted principles as also the criteria/terms of reference specified by IEDUP, Lucknow from time-to-time;
- I/We shall maintain secrecy of the business allotted by IEDUP, Lucknow
- Under no circumstances, I/we shall use the name or logo of IEDUP, Lucknow in my/ our correspondence with other institutions;
- If any wrong practice is detected, I/We hereby consent that IEDUP, Lucknow may take steps as deemed fit;
- I/We undertake to keep IEDUP, Lucknow informed of any events or happenings which would make me ineligible for empanelment as a Skill Development Training Provider;
- I/We have not concealed or suppressed any material information, facts and records and I have made a complete and full disclosure;
- I/We shall strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988";
- I/We am/are a citizen of India / a body/ company incorporated/registered in India;
- I/We have not been convicted of any offence and sentenced to a term of imprisonment;
- I/We have not been found guilty of misconduct in professional capacity; and
- I/We have not been convicted of an offence/ debarred by any agency/ organization.
- I/We herewith agree to sign a separate Non Discloser Agreement (NDA) with IEDUP, Lucknow

Date:

Place:

Signature of the Applicant
(With Stamp)

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

Institute of Entrepreneurship Development U.P., Lucknow

LIST OF KYC REQUIREMENTS FOR REGISTRATION OF EMPANELMENT

Individual/Proprietor	Partnership Firm	Company (Pvt + Ltd)	Society	Trust Foundation
1). ID PROOF (any of the following)	1). ID PROOF (all the following)	1). ID PROOF (all the following)	1). ID PROOF (all the following)	1). ID 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 Directors 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). REFRENCES (two)	5). REFRENCES (two)	5). REFRENCES (two)	5). REFRENCES (two)	5). REFRENCES (two)
a)	a)	a)	a)	a)
b)	b)	b)	b)	b)



Institute of Entrepreneurship Development U.P., Lucknow

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

A - 1 & 2, Indl. Area, Sarojini Nagar, Kanpur Road, Lucknow -226 008

Website: www.iedup.in; E-mail: director.ied@gmail.com,