APPLICATION FORMAT
(For Empanelment)

Registration/Empanelment fee: 500/-

A. Company Profile:

1.	Name of the Organization	
2.	Nature of Organization	NGO/Trust
3.	Registration Address	
4.	Address for communication	
5.	Contact No.	
6.	Email Id.	
7.	Name of Key Contact / Nodal Person with Mobile No.	
8.	PAN / GST No.	

B. Annual Turnover:

S.N.	Financial Year	Annual Turnover
1	2023-24	
2	2024-25	
3	2025-26	

C. Infrastructure Details:

S.N.	District, Location and Address of Centre	Own / Rented	Training Facility available	No. of Classroom & Seating Capacity	Name & Contact Number of Branch Head/Coordinator
1.					
2.					
3.					
4.					
5.					

D. Training Machinery / Equipment & Other Utilities:

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S.N.	Machinery / Equipment	Yes / NO
1	Laptop / Computer	
2	Projector	
3	White Board	
4	Computer Lab with Number of Computers	
5	Printer	
6	Photocopier	
7	Reception	
8	Washroom	
9	Multipurpose Hall	
10	Wi-Fi, CCTV	
11	Inverter / Power Backup	
12	Parking	

E. Manpower Details:

S.N.	Name of Employee / Faculty	Designation	Age	Qualification	Experience in Years	Area of Experience
1.						
2.						
3.						
4.						
5.						
6.						
7.						

F. Training / Professional Work Experience:

S.N.	Financial year	Name of Project	No. of Candidates Trained	No. of Candidates Placed	Value of Project	Sponsoring Organization	Location
1.							
2.							
3.							
4.							
5.							
6.							
7.							

Do you have any experience work in IEDUP in Previous Year Yes/No.

If Yes Please give the detail.

H. Any other information (please attach separate page, if necessary)

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

S.N.	Description	Enclosed
1.	Copy of Organization Registration	Yes/No
2.	Copy of PAN/TAN/GST	Yes/No
3.	CVs of Professional Staff	Yes/No
4.	Copy of Work Orders	Yes/No
5.	Copy of Annual Report of Last Three F.Y.	Yes/No
6.	Photographs of Infrastructure such as Training Hall, Practical Lab etc.	Yes/No
7.	Articles and Memorandum Of Association/ Societies Byelaws	Yes/No

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8.	Details of Promoters/Directors/Members	Yes/No
9.	Letters of Appreciation for Past Work Done/Receiving Amount	Yes/No

Paymentofapplicationfeeandregistration fee:

1. The Societies/Trusts/NGOs found suitable for empanelment will be required to deposit non - refundable application fees 500/- and registration fee of Rs. 2100/- which will be valid for two years only

2. **Note** : Registration fee for empanelment would be payable in favor of **Institute of Entrepreneurship Development U.P., Lucknow**to be submitted after selection. Empanelment will be valid for a period of two years 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 Online/NEFT/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
IFSC Code:	BARB0SAROJI ↓ (ZERO)
PAN No.	AAATI1575J
Account No.	**SB-36490100000550**

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Declaration:

I/We hereby apply for registration of professional activities as Infrastructure Provider in IEDUP. Lucknow and declare that:

1. I/We hereby declare that the particulars furnished above are true and correct to the best of my/our knowledge and belief.
2. I/We understand that furnishing any incorrect or false information may result in the summary rejection or cancellation of my/our application for empanelment or registration with IEDUP. Lucknow.
3. I/We understand and accept that empanelment/registration 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.
4. If empaneled /registered, I / we shall abide by all the terms and conditions stated herein as well as other terms and conditions as may be prescribed by IEDUP, Lucknow from time to time.
5. I/We understand that empanelment / registration as such does not guarantee award of assignment by IEDUP, Lucknow and entrustment of assignment is subject to periodical review by IEDUP, Lucknow.
6. I/We understand that IEDUP, Lucknow reserves the right to cancel the empanelment / registration and 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 IEDUP, Lucknow from time to time.
8. Under no circumstances, I/we shall use the name or logo of IEDUP, Lucknow in my/our correspondence with other institutions.
9. If any malpractice is detected, IEDUP, Lucknow, reserves the right to take such action as it deems appropriate.
10. I/We undertake to keep IEDUP, Lucknow informed of any events or happenings which would make me ineligible for empanelment/registration.
11. I/We have not concealed or suppressed any information, facts and records and I/we have made a complete and full disclosure.
12. I/We shall strictly observe the laws against fraud and corruption in force in India viz." Prevention of Corruption Act 1988".
13. I/We am/are a citizen of India / a body / company incorporated / registered in India.
14. I/we have not been convicted of any offence and sentenced to a term of imprisonment.
15. I/We have not been found guilty of misconduct in professional capacity.
16. I/We have not been convicted of an offence / debarred / blacklisted by any agency/organization.

Date:.....

(Signature & Stamp)

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(On the NGO/Trust/Letter head)

Declaration

I {NAME} holding the position of (Post/title) at (NGO/Trust/Name), do hereby declare that if our organization is Empaneled/ registered, I gave consent on behalf of the said organization to undertake professional activities and work in accordance with the rates, fees, terms and conditions Prescribed by IEDUP Lucknow.

Date: .....

Place: .....

(Signature & Stamp)

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Technical Evaluation Criteria

The application received for registration/empanelment as Infrastructure Provider shall be evaluated based on the following parameters.

S.N.	Evaluation category/ Description	Marks Allocation Rule	Max. marks
1.	Company Profiles	Registration Certificate GST, PAN, MoA etc.	10
2.	Annual Turnover	01 Year & Upto Rs. 03 Lakh= 05 02 Years & Upto Rs. 05 Lakh = 08 Above 03 Years & Upto 10 Lakh = 10	10
3.	Infrastructure (State/City)	1 Centre = 05 2 Centre = 10 3 Centre and above = 15	15
4.	Training Machinery Equipment & Utility	1 Available = 10 2 Not Available = 00	10
5.	Manpower and Faculty	Upto 02 Faculty / Staff =05 03-05 Faculty / Staff = 08 06 Faculty /Staff and above = 10	10
6.	Training Work Experience	Upto 02 Year = 10 03 to 05 Years = 15	15
7.	Training Centre & Infrastructure Photographs (Three Pic's from Class room, One Pic's from Out Side	Enclosed/Provided =30 Unsatisfactory = 00	30
	Do you have any experience working with IEDUP	02 Years= 15 03 Years above =30	

(i) The maximum marks for evaluation shall be 100 marks.

(ii) Only those applicants securing minimum 70 marks in the evaluation Shall be considered qualified and eligible for registration.

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