



CANE AND BAMBOO TECHNOLOGY CENTRE (CBTC)
13th Mile G.S Road, Burnihat, Assam

Email: cbtcassam@gmail.com

Website: <http://www.cbtc.org.in>

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF GOVT.
REGISTERED SUPPLIERS/COMPANIES/REPUTED FIRMS/
VENOORS/ORGANIZATIONS ETC.

FOR SUPPLY AND SERVICE OF THE FOLLOWING

(A) FOOD (B) STATIONERIES ITEMS (C) LAPTOP, DESKTOP, PRINTER, SCANNER AND ACCESSORIES INCLUDING COMPUTER HARDWARES, PERIPHERALS, SOFTWARES AND MAINTENANCE (D) COMPUTER CONSUMABLES (E) ELECTRONIC ITEMS (F) CONSTRUCTION MATERIALS (G) PORTABLE MACHINES & TOOLS (H) RAW BAMBOO (I) BAMBOO PLANTING MATERIALS/SEEDLING (J) REPAIR AND MAINTENANCE OF OFFICE VEHICLE ETC.

IN

CANE AND BAMBOO TECHNOLOGY CENTRE (CBTC)
13TH MILE, G.S ROAD, BURNIHAT, ASSAM



CANE AND BAMBOO TECHNOLOGY CENTRE

CANE AND BAMBOO TECHNOLOGY PARK

(Near Central Academy for State Forest Service)
13th Mile, G.S. Road, Burnihat, Assam - 793101, India
E-mail : cbtcassam@gmail.com, Web : www.cbtc.org.in

An ISO 9001:2008 Certified Organization

Managing Director, Cane and Bamboo Technology Centre (CBTC) intends to empanel agencies having experience in supply of food and goods/services of specified categories as mentioned below in this EO!. The main purpose of empanelment of firms/agencies as approved vendors is to have a broad based panel of technically capable, financially sound and reliable source of supply of goods and services to which enquiries can be addressed from time to time for institutional purchases at competitive and affordable rates / cost.

Scope of Work:

The offer for Expression of Interest (EOI) will be through advertisement and interested parties can obtain the application document from the office of Cane and Bamboo Technology Centre (CBTC) for the following scope of works.

Sl. No	Scope of Work	Specifications
1	Supply of food	Breakfast, Lunch & Dinner at CBTC campus for trainees
2	Stationery items	Pen, pencil, scale, envelope, writing pad, ledger, register, plain paper(size: A4, legal, etc), measurement book, diary, file cover, all pin, Gem clips, stapler, punching machine, paper cutter, cotton tag, gum, eraser, highlighter, paper weight, calling bell, adhesive tapes, duct tapes, measuring scale, office seal, etc, Computer stationery like printing paper, etc Classroom stationery like white board marker, pencil, duster, etc.
3	Computer hardware, peripherals' & software	Desktop/Laptop/Note Pad/Tablet/Work Stations, Thin Client, PDA, Servers, Laser/Dot Matrix/Inkjet/Line Printers, UPS (Online/ Offline), Scanner (flat bed, roller, AO to A4),software Plotter (AO to A4), Storage Device (SAN/NAS/Tape library),Software, Antivirus, Barcode reader & printer with software, Peripherals & Accessories. Suppliers will be required to provide annual maintenance contract according to the product/items supplied.

4	Computer consumables	Computer Toner & Ink Cartridge & colour cartridge for printers, consumables ribbon for DMP, CD, DVD, Pen drive, UPS battery, etc.
5	Electronic items	LCD/LED/DLP Projector, 3-D Projector, Mobile/ Pocket Projector, Screen for projection, smart board, electronic display board. Suppliers will be required to provide annual maintenance contract according to the product/items supplied.
6	Construction materials	Bricks,sands,cement, rod, aggregates, tiles, CR oil, Glassputin, materials bamboo mat board, dapboard, bamboo flooring, door, window,roofing materials, finishing ials, fevicol, nut bolt, sand paper,burnish, paint . Plumbing, Electrification & Sanitary items:- Water pipes connection from Syntax to Toilet, Kitchen & Basins Main Meter, Switch Box, Lights, switch boards, Fanswith hooks,Wash Basin,Co-mud, glazed tiles etc,
7	Portable machine and tools	Mitre Saw, Jig saw, Rip saw, Air Compressor, various wood and bamboo working machines and hand tools, various motors including pulley, etc
8	Bamboo	i) Planting amterials /seedlings (Jati bamboo, Bhaluka bamboo, Bijuli Bamboo, Makal bamboo etc.) ii) Raw bamboo(Jati bamboo, Bhaluka bamboo, Bijuli Bamboo, Makal bamboo etc.)
9	Repair and maintenance of Office vehicle	As and when required

Eligibility for Empanelment:

1. The applicant should be of reputed Agencies/ Firms/ Companies/ Registered Supplier / organization or Proprietors in India
2. The applicant should have minimum five year experience in the trade or services applied for.
3. The applicant should have *positive profit after tax* for the last three years.
4. The applicant must have an office and/or a service centre in Assam preferably in Guwahati. For authorized distributor the applicant shall produce the supporting document of the authorization. On verification of the information, if at any time the furnished information is found incorrect the empanelment is liable to be cancelled and the firm may be black listed

Essential documents:

The following documents (whichever applicable) should accompany with the application:

1. Sales Tax Registration - CST/VAT/TIN No.
2. Trade License, Factory License whichever is applicable.
3. Income Tax - Permanent Account No.
4. Service Tax Registration No. if applicable.
5. For companies - registration certificate from the Registrar of Companies
6. Current dealership agreement in case of Distributors representing a company
7. Audited Statement of Accounts for the last three years.

Application Fee:

The applicant shall submit along with the application a *non-refundable* Application Fee Rs.300.00 in cash or in DD drawn in favour of Cane and Bamboo Technology Centre, payable at Guwahati.

TERMS & CONDITIONS

A) CBTC's Right to accept/reject any/or all application:

CBTC reserves the right to accept any application and to cancel the empanelment process and reject all applications at any time prior to empanelment or any time after empanelment.

B) CBTC's right to split the contract:

CBTC reserves the right to split and distribute the work among the registered vendors partly or fully.

C) CBTC's right to issue clarifications, corrigendum:

If any applicant should find discrepancies or omission in the terms & conditions of the EOI document, or if any clarification is sought, a written request to the tender inviting authority for correction / clarification or interpretation can be submitted 7 days prior to the start date of scrutiny of applications.

Criteria for application rejection/ cancellation of empanelment:

An applicant's application for empanelment or the empanelment of a vendor may be rejected/ cancelled on the following grounds:

1. Any effort by an applicant/ registered vendor to influence CBTC's decisions on evaluation and empanelment process may result in rejection of application or cancellation of empanelment.

2. Applications submitted without or improper application fee(s) or which do not confirm unconditional validity of the application as prescribed or if the information provided by the applicant is found to be incomplete/incorrect /misleading at any stage / time during the empanelment process or thereafter, applications received by CBTC after the last date prescribed for receipt of application or applications without signature of person (s) duly authorized on required pages of the application or applications without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the applicant shall be rejected.
3. Manipulation of rates by cartelization shall be viewed very seriously. If such a situation comes to the notice and/or there are reasons / circumstances for CBTC to believe so, the concerned vendors will be called to give justification of rates quoted by them. If they are not able to give a proper / satisfactory justification of their quoted rates, their empanelments are liable to be cancelled.
4. If the vendors are found, subsequent to their registration, not complying with, any of the eligibility criteria.
5. If a registered vendor has been technically rejected 3 times.
6. If continuous poor performance has been observed for 3 months from a Vendor
7. Any other grounds as decided by CBTC

Such vendors, whose empanelment is cancelled due to any of the above reasons, will not be considered for subsequent empanelment for a minimum period of 3 (three) years.

Other Conditions

1. The vendor's performance on the job will be constantly monitored for quality, commitment to timelines mentioned agreed upon, adherence to the Safety Regulations, Labour /Statutory regulations, Conduct / Discipline etc., while executing jobs. Any deviations from stated conditions can lead to appropriate deterrent action as deemed fit by CBTC.
2. If the vendor refuses to execute the job at his quoted rates, after work order is issued, he shall be put in holiday list. Vendors shall be issued a warning letter and he shall be debarred from quoting for any jobs for a minimum period of 3 (three) years.
3. CBTC reserves the exclusive right and absolute discretion to call for tenders for any job or otherwise it deems fit, even during the validity of the empanelled period.
4. Successful empanelment by CBTC is no guarantee of any future award of work or inclusion on a particular tender list.
5. If there is any discrepancy in the amount written in words and figures, the amount in

words will prevail. If there is any discrepancy in the rate and amount, the figure of rates will be taken into consideration.

6. The other conditions of Contract like delivery timelines, payment milestones, Service Level Agreements, penalties, liquidated damages, etc will be specific each order and will be decided on a case to case basis.
7. The quality as quoted shall not be changed for three years

**Managing Director
Cane and Bamboo Technology Centre**

Annexure I

Application for Vendor Registration

1. Name of the Company/Firm/Proprietor/Agency _____

2. Address of Office in Assam/Guwahati _____

3. Telephone/ Fax No. _____

4. Email _____

5. Web site (if any) _____

6. Date of Establishment _____

7. Name of Directors /Proprietor / Partners

Designation, Phone no. & email

i) _____

ii) _____

iii) _____

iv) _____

v) _____

8. Name of Contact Person

Phone no. _____

Email _____

9. No of Employees _____

10. Type of Organization (*Please tick*)

Proprietary/ Partnership Firm/ Societies/ Private Limited Company/ Public Sector Company

11. Nature of Business (*please tick*)

(Manufacturer/ Service Provider/ Dealer/ Stockist/ Agent/ Others)

If others please give details

12. List of essential documents submitted (please submit whichever applicable as mentioned above)

(Signature of the applicant)

Name (in full)

Designation

Seal

Date:

Business Address:

Annexure II

DECLARATION (written on letter head)

To:

The Secretary

Cane and Bamboo Technology Centre

is" Mile, G.5 Road, Assam

Sub: **Application for empanelment as vendor against EOI No.** _____

Sir/ Madam,

With reference to the above, I confirm that

- 1) No employee or direct relation of any employee of CBTC is in any way connected as Partner /Shareholder/Director/Advisor/Consultant/Employee etc. with our firm.
- 2) We declare that by participation in the empanelment process, we have no conflict of interest.
- 2) We hereby declare that our application is made in good faith, without collusion or fraud and the information contained in the application is true and correct to the best of our knowledge and belief.

Yours faithfully,

(Signature of the applicant)

Name (in full)

Designation

Seal

Date:

Business Address:

Annexure III

Work experience:

Work profile (please submit separate sheet for each of the previous works executed)

Sl. No	Item No.	Details
1	Client's name.	
2	Details of the contact person of the client	
3	Work Order no & date	
4	Scope of work	
5	Size of work	
6	Contract Value of work	
7	Start Date/ End date	
8	Work completion certificate from the client/previous client	

(Signature of the applicant)

Name (in full)

Designation

Seal

Date:

Business Address:

Annexure IV

Declaration regarding clean track record (*written on Company's letter head*)
(*please note that this declaration must be certified by a notary*)

To,

The Secretary
Cane and Bamboo Technology Centre
13th Mile, G.S Road, Assam

Sub: Application for empanelment as vendor against EOI No. _____

Sir/ Madam,

I have carefully gone through the Terms & Conditions contained in the EOI referred above. I hereby declare that my company/ firm/organisation has not been debarred/black listed by any Government / Semi Government organizations in India for the last 3 years. I further certify that I am the competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the applicant)

Name (in full)

Designation

Seal

Date:

Business Address:

Disclaimer

1. I/We s_____ olemnly declare that to the best of my/our knowledge and belief, the information given in this application form and statements accompanying it are correct, complete and truly stated and also that we shall be found by the acts of my/our duly constituted attorney.
2. It is certified that this is not a tender form but a review for undertaking empanelment/short listing process for bringing eligible applicants on the approved list for further process of finalizing contract(s) for various activities.
3. I/We understand that merely filling of checklist Performa does not mean the qualification for empanelment. The original papers submitted will be checked and verified by the CBTC subsequently, and the decision taken by CBTC will be final and binding on me/us.
4. I/We understand that the application is for empanelment for **Three years** only. CBTC reserves all rights to call for a fresh empanelment at any time. CBTC also reserves all rights to empanel additional applicants during currency of empanelment.

The following person(s) may be contacted for any information or clarifications relating to this.

Registration Form:

Name:

Designation:

Telephone:

Mobile:

Dated:

(Signature of the Applicant)

SEAL

Address
