



**CANE AND BAMBOO TECHNOLOGY CENTRE**  
**13<sup>TH</sup> Mile G.S Road,**  
**Burnihat, Assam**  
**Email: [cbtcassam@gmail.com](mailto:cbtcassam@gmail.com)**  
**Website: <http://www.cbtc.org.in>**

## **EXPRESSION OF INTEREST (EOI) INVITED FOR EMPANELMENT**

**FOR**

**SUPPLY OF FOOD, STATIONERIES ITEMS, COMPUTER HARDWARE ITEMS INCLUDING  
LAPTOP & DESKTOP, ELECTRONICS ITEMS, HARDWARE ITEMS, PORTABLE MACHINES  
& SUPPLY OF VARIOUS BAMBOO**

**IN**

**CANE AND BAMBOO TECHNOLOGY CENTRE (CBTC)**  
**13<sup>TH</sup> MILE, G.S ROAD, BURNIHAT, ASSAM**



## CANE AND BAMBOO TECHNOLOGY CENTRE

**CANE AND BAMBOO TECHNOLOGY PARK**  
**(Near Central Academy for State Forest Service)**  
**13<sup>th</sup> MILE, G.S. ROAD, BURNIHAT (ASSAM)**  
**Email: cbtcassam@gmail.com**

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Secretary, Cane and Bamboo Technology Centre (CBTC) intends to register/ empanel a few agencies having experience in supply of food and goods/services of specified categories as mentioned below in this registration document. The main purpose of registration 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 time to time for institutional purchases at competitive and affordable cost.

### **Scope of Work:**

*Tender enquiries against demands of goods and services are sent to at least three of the registered firms and in case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the tender papers. Final award of order will be given to the successful applicant(s), among the above, based on techno-commercial or any other criteria, depending on case to case.*

### **Categories of goods /services**

<b>SI No</b>	<b>Categories</b>	<b>Particulars of Items</b>
1	Supply of food	Breakfast, Lunch & Dinner for the students
2	Stationery items	Office stationery like pen, pencil, scale, envelope, writing pad, ledger, register, paper (size: A4, legal, etc), measurement book, diary, file cover, alpin, 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 computers, Work Stations, Thin Client, PDA, Servers, Laser/Dot Matrix/Inkjet/Line Printers, UPS (Online/Offline), Scanner (flat bed, roller, A0 to A4), Plotter (A0 to A4), Storage Device (SAN/NAS/Tape library), Software, Antivirus, Barcodereader & printer with software, Peripherals & Accessories.
4	Computer consumables	Toner & Ink Cartridge & colour cartridge for printers, ribbon for DMP, CD, DVD, Pendrive, UPS battery
5	Electronic items	LCD/LED/DLP Projector, 3-D Projector, Mobile/Pocket Projector, Screen for projection, smart board, electronic display board,

4	Hardware& construction materials	Bricks, sands, cement,rod,aggregates,tiles, C.R oil, Glass putin, 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, Fans with hooks, Wash Basin, Co-mud, glazed tiles etc,
5	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
6	Bamboo& Cane	Jati bamboo, Bhalukabamboo,Bijuli Bamboo, Makal bamboo etc,jaticane,sundi cane, Jengetc
7	Service of Office vehicle	Xlo,scorpio,TATA-DI
8	Exhibition stall design & erection	CBTC exhibition stall design & erection at various National &International Fairs& Exhibitions.

### ***Eligibility for Empanelment:***

1. The applicant should be individual or proprietorship/Agencies/Reputed Firms/Companies/Supplier /organization in India.
2. The Individual/ agency /firm Companies/Supplier /organization should have minimum three year experience in similar activities.
3. The applicant should have **positive profit after tax** in each of the financial years 2014-15, 2015-16& 2016-17.
4. The applicant shall have a minimum turnover of Rs. 2 lakhs for the last completed financial year from the business.
5. The applicant must have an office and a service centre in Assam preferably in Guwahati. For authorized distributor the applicant shall produce a copy of the valid agreement/ undertaking from the head of Institute. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be black listed.
6. Be able to take advance orders with working Capital Investment.

**Essential documents:**

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

1. CST/VAT/TIN No.....
2. Trade License, Factory License.....
3. Income Tax Permanent Account No.....
4. Service Tax Regn. No.....
5. Memorandum and Article of Association, Partnership Deed, Registration Certificate issued by the Registrar of Firms, etc.....
6. Registration Certificate with respective Institute.....
7. Current dealership agreement from the Principal along with SSI/NSIC certificates.....
8. Annual Turnover certificates for last three years certified by a CA.....
9. Relevant ISO/BIS certificate or other quality assurance certificates.....
10. A notarized certificate that the vendor has not been black listed by any institution of the Central or State Govt. in the past three years on ground of involvement of the applicant in Corrupt or fraudulent practices.....

**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 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 registration or any time after registration,

**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 EO 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 registration:**

An applicant's application for empanelment or the registration 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 registration process may result in rejection of application or cancellation of registration.
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 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 in 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 / enlistments 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 is found not quoting for three (3) tender/ enquiries consecutively on being asked to submit a response to the corresponding limited tender enquiries.

6. If a registered vendor has been technically rejected 3 times .

7. If continuous poor performance has been observed for 6 months from a Vendor

8. Any other grounds as decided by CBTC

Such vendors, whose empanelment / enlistment is cancelled due to any of the above reasons, will not be considered for subsequent empanelment for a minimum period of 2 (two) years.

#### **Selection Process:**

The evaluation committee will examine the application forms and supporting documents in the light of eligibility criteria as stated above. If felt necessary, the committee may send its technical team to evaluate the infrastructure of the applicants. On compliance with all requirements, the committee shall empanel and register the applicant as a vendor for supply of goods/services.

#### **Key Events:**

**EOI No: CBTC/EP/21-P/2017-18**

Sl No	Events	Date
1	Availability of Application Form	From 19/06/17 to 11/07/17
2	Place ,Time & last date for submission of EOI	CBTC office
3	Start date for scrutiny of applications	13 <sup>th</sup> July, 2017
4	Date of registration	20 <sup>th</sup> July
5	Single point to contact	Deputy Manager-Training

#### **Other Conditions**

1. The vendor's performance on the job will be constantly monitored for quality, commitment to timelines mentioned in tender, 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 finalizing order on him, 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 2 (two) 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 empanelment period.  
Successful empanelment by CBTC is no guarantee of any future award of work or inclusion on a particular tender list.

4. 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.
5. The other conditions of Contract like delivery timelines, payment milestones, Service Level Agreements, penalties, liquidated damages, etc will be specific to each order and will be decided on a case to case basis.

**Secretary**  
**Cane and Bamboo Technology Centre**

### ***Annexure I***

#### **Application for Vendor Registration**

1. Name of the Company/Firm \_\_\_\_\_
2. Address of Office in Assam \_\_\_\_\_
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 the appropriate box*)  
Proprietary/ Partnership Firm/ Societies/ Private Limited Company/ Public Sector Company
11. Nature of Business (*please tick the appropriate box*)  
(Manufacturing/ Service/ Dealership/ Stockiest/ Agent/ Others)
12. Essential documents (please submit whichever applicable)

Sl No	Particulars	Please tick is enclosed
1	Firm registration paper	
2	CA Certificates certifying the annual turnovers for the financial yearsof 2014-15, 2015-16& 2016-17.	
3	CA certificates certifying that the applicant has positive profit after tax	
4	CST Regn. No: _____	
5	VAT Regn. No: _____ (Registration under the Assam Value Added Tax Act)	
6	TIN Regn. No: _____	
7	Income Tax Permanent Account No.	
8	Service Tax Regn.No: _____	
9	Excise Center No: _____	
10	Trade License No: _____ (issued from the appropriate authority in Assam)	
11	Factory License No: _____	
12	Registration Certificate with respective agencies	
13	Current dealership agreement from the Principal along with SSI/NSIC certificates	
14	Relevant ISO certificate or other quality assurance certificates, if any	
15	Work experience ( <i>Annexure-III</i> )	
16	A notarized certificate on clean track record of the applicant ( <i>Annexure-iv</i> )	
17	Documentary proof of the applicant having an office and service centre in Assam	
18	Authorized Signatory proof	

## ***Annexure II***

### **DECLARATION BY VENDOR** *(written on Company's letter head)*

To:

The Secretary

Cane and Bamboo Technology Centre

13<sup>th</sup> Mile, G.S 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) I/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.
- 3) I/We declare that this is not a tender form but a review for undertaking empanelment/shortlisting process for bringing eligible applicants on the approved list for further process of finalizing contract(s) for various activities.
- 4) 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.
- 5) 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

Yours faithfully,

(Signature of the applicant)

Name (in full)

Designation

Seal

Date:

Business Address:



**Annexure III**

**Work experience of the applicant:**

**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/cent status	

(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  
13<sup>th</sup> 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/organization 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: