

Revised

Tender No. NITUK/Estt/2014/05

ADVERTISEMENT FOR VENDOR REGISTRATION

NIT Uttarakhand is an Educational Institute of National Importance, established by Ministry of Human Resource Development, Government of India, providing technical education in various branches of Engineering.

The Institute requires various items and services for its academic, administrative and residential needs. Applications are invited from vendors in the prescribed format to be enrolled as **“Registered Vendors”**. The duly filled application form must reach to the Director NIT, Uttarakhand on or before 30th April, 2014. The registration process will be continued afterwards also. The registered vendors are not required to register again, if previous registration is still valid. For application form and more details visit our website www.nituk.com

DIRECTOR

NOTICE INVITING APPLICATION FOR PREQUALIFICATION/ EMPANELMENT OF VENDORS

The Institute requires various items and services for its academic, administrative and residential needs as per the following details:-

Items

1	Computer	9	Science Laboratory Equipment	17	Stationary items
2	Computer peripherals	10	Machines	18	Books
3	Software	11	Class Room Accessories	19	Magazines, Journals
4	Networking	12	Furniture	20	Construction items
5	Electrical Equipment	13	Mess and Canteen Equipment	21	Chemicals
6	Electronics Equipment	14	Water Cooler and Purifier	22	Glassware
7	Mechanical Equipment	15	Air Conditioner	23	Medicine
8	Civil Engg. Equipment	16	Fire Equipment	24	Electrical Appliances

Contractual Services

1	Civil work	6	Security	11	Playground maintenance
2	Electrical work	7	Mess	12	Garden maintenance
3	Vehicle	8	Computer maintenance	13	Printing
4	Hospitality	9	AC/ Water cooler maintenance	14	Plumbing
5	Sanitation	10	Equipments maintenance	15	Electrical Wiring/Generator maintenance

1. Interested parties with sound techno- commercial knowledge of the relevant field may apply on the prescribed application form. The duly filled prescribed application along with a Demand Draft of Rs. 500/- (Five Hundred Only) with relevant required documents, duly signed on every page, should be sent to the Director, National Institute of Technology, Uttarakhand.
In case relevant documents as mentioned in the application form are not available, application form is liable to be rejected.
2. The Registration shall be valid for three years. It shall be the responsibility of the approved vendors to apply three months before expiry of registration.
3. Empanelled vendors shall be contacted for Limited Tender Enquiry as per Institute rules. NIT, Uttarakhand reserves the right to go for Open Tender Inviting Bids as and when desired for procurement of material. In such case NIT Uttarakhand may send Tender Inviting copy to enlisted vendors. Registration as approved vendors does not confer any rights on vendor for order for items registered and NIT, Uttarakhand is not obliged to contact empanelled vendors for all of the requirements for the items for which vendors have been registered. However the registration may be liable for cancellation in case:
 - (a) if any of the submitted documents or statements are found to be false later.
 - (b) any other grounds, which in the opinion of NIT Uttarakhand, leads to the retention of the approved vendor as undesirable in the interest of the Institute.
4. NIT Uttarakhand reserves the right to accept or reject any or all the applications without assigning any reason thereof.
5. Authority competent to deal with the applications and registrations- Assistant Registrar (Stores) NIT Uttarakhand.
6. Appellate Authority – Director, NIT Uttarakhand.

DIRECTOR

Vendor Registration

GENERAL INSTRUCTIONS TO VENDORS

1. One Single application form can be used for multiple items relevant documents for all items sought for registration should be provided.
2. The Vendor must have experience of supplying goods/ providing services in relevant / similar lines for at least two years. If any vendor is applying for the category where he/she does not have sufficient experience then Institute can cancel the registration forever.
3. The Vendor must have Sales Tax Registration No./Service Tax Registration No./ Permanent Account No. / TIN /whichever is applicable **(Applicable for Indian Vendors Only)**
4. Vendors are required to complete all parts of the form and provide exhaustive information requested therein in one go to the satisfaction of NIT, Uttarakhand. Wherever, the answer is a statement of fact, it must be accurate and supported by documentary evidence as required. Wherever it is a statement of opinion, it must be both true and reasonable. It is Vendor's responsibility to answer the question with such clarity that will ensure NIT Uttarakhand does not misinterpret any of the responses.
5. The registration process will consist of a multiphase evaluation with the possibility of Vendor's presentation, Factory/Site visit for inspection, verification of documents/information, assessment turnover, past performance, infrastructure etc. After completion of document review and other assessment, as applicable, the case shall be taken up for approval by competent authority and issue of registration letters.
6. SUCCESSFUL REGISTRATION BY NIT UTTARAKHAND IS NO GUARANTEE OF ANY FUTURE AWARD OR WORK OR INCLUSION ON A PARTICULAR TENDER LIST.
7. Any inaccuracy in any response given in the form, or failure to substantiate any response as required by NIT, Uttarakhand may result in the failure to qualify for inclusion in the Vendor Master Data Base (VMDB). Wherever any such information comes to notice at a later date, the vendor may be removed from the Vendor Master Data Base (VMDB).
8. Any vendor providing false information or grossly inaccurate or forged documents will stand automatically disqualified for consideration of registration for this or any other future notifications for a minimum period of three years. Again, if such information comes to light after successful qualification and registration, NIT, Uttarakhand reserves the right to remove the vendor from the Vendor Master Data Base for the category / item /group / area.
9. It will be the responsibility of the vendor to submit / update NIT, Uttarakhand with latest audited Profit & Loss Account with Balance Sheet and also to keep NIT, Uttarakhand informed of any such matter that may affect the vendor's continued qualification and attributes. If the vendor's future circumstances change so that they no longer meet the registration qualification criteria for that particular category / item / group /area, then the vendor should promptly inform NIT, Uttarakhand and NIT, Uttarakhand reserves the right to remove the vendor from the Vendor Master Data Base (VMDB).
10. Throughout the period of Vendor's registration validity, the vendor shall voluntarily update NIT, Uttarakhand with any time-sensitive data supplied at the time of original application for registration without any obligation on part of NIT, Uttarakhand to seek such information for continuance of the registration.

11. NIT, Uttarakhand keeps the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list.
12. NIT, Uttarakhand reserves the right to restrict the size of any specific tender list, in accordance with their regulations to a level, which is justified by the characteristics of the award procedure and resources required to complete it.
13. Retention of suppliers in Vendor Master Data Base VMDB shall be subject to satisfactory performance on execution of orders and evaluation of performance by NIT, Uttarakhand.
14. Registration shall be accorded for a period of three years. Thereafter registration shall have to be regularly "Revalidated" before the expiry of validity period.
15. Director, NIT, Uttarakhand reserves the right to accept or reject any Vendor.
16. Application should be submitted along with a registration fee of Rs. 500/- in the form of a DD drawn in the favor of Director, NIT Uttarakhand payable at SBI, Srinagar Garhwal.
17. Filled in applications with enclosures should be sent to Director, NIT Uttarakhand Temporary location Govt. Polytechnic, Srinagar Garhwal superscribing in the envelope "Vendor Registration".
18. The vendor must provide an affidavit duly notarized, stating that the vendor has not been blacklisted by any Institute/ Organization.
19. The Vendor will abide by the terms and conditions of a contract/ purchase order.
20. **Removal of Firms from the list of Registered Vendors.**
In case of violation of terms and condition of registration, the registration of the firm will be cancelled by giving prior notice. A registered firm is liable to be removed from the list of approved contractors, when,
 - (a) It fails to abide by the terms and conditions under which the registration has been given.
 - (b) Makes any false declaration to Government department/agency.
 - (c) Supplies goods of inferior quality or uninspected goods.
 - (d) Renders services (including after sales services and maintenance services) of inferior quality than the contracted ones.
 - (e) Fails to execute a contract or fails to execute it satisfactorily.
 - (f) The required Technical / Operational staff or equipment are no longer available with the firm or there is change in its production/service line affecting its performance adversely.
 - (g) Is declared bankrupt or insolvent.
 - (h) Fails to submit the required documents/information for review of registration, where required.
 - (i) Adopts unethical business practices, not acceptable to the government, and
 - (j) Any other ground which, in the opinion of the registering authority, is not in public interest.

Check List:-

S. N.	Documents	Yes/No
1.	Copy of Registration related documents.	
2.	Copy of Profit & Loss account with Balance Sheet for (a) 2011-12 (b) 2012-13.	
3.	Copy of Income tax assessment for financial year (a) 2011-12 (b) 2012-13.	
4.	Copy of Certificate for CST Registration Number.	
5.	Copy of Certificate for State Service Tax Registration Number.	
6.	Copy of Certificate for TIN Number.	
7.	Copy of Certificate for Excise Center Number.	
8.	Copy of Certificate for Trade License Number.	
9.	Copy of Certificate for Service Tax Registration Number.	
10.	Copy of PAN Number.	
11.	Duly notarized Affidavit stating that the vendor has not been blacklisted by any Institute/Organization.	
12.	All the pages of the document must be duly signed by the vendor.	

I/We have read the above Instructions and conditions of Vendor Registration and accept them.

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(Signature of Proprietor/Partner/Chief Executive)

Name
(In Capital Letter)

(Seal of Vendor)

Place:

Date:

Form for Registration of Vendors

1. Name of the Company : _____
2. a) Head Office / Registered Office : _____

- Telephone No. : _____
- Fax No. : _____
- Email : _____
- Website (if any) : _____
- Date of Establishment : _____
- b) Branch Office in Srinagar (Gwl) : _____
- If any _____
- Telephone No. : _____
- Fax No. : _____
3. Name of Chief Executive / Proprietor / Partners : _____
- Telephone No. : _____
- Fax No. : _____
- Email : _____
4. Name of Contact Person : _____
- Telephone No. : _____
- Fax No. : _____
- Email : _____

5. Type of Organization (tick appropriate)**Documents to be enclosed**

- | | |
|---|--|
| a) <input type="checkbox"/> Proprietary | <input type="checkbox"/> Trade License |
| b) <input type="checkbox"/> Partnership | <input type="checkbox"/> Partnership Deed, Trade License |
| c) <input type="checkbox"/> Private Limited Company | <input type="checkbox"/> Memorandum of Article & Association |
| d) <input type="checkbox"/> Public Limited Company | <input type="checkbox"/> Certificate of Registration with
Memorandum of Article & Association |
| e) <input type="checkbox"/> Public Sector | <input type="checkbox"/> Trade License |

6. Nature of Business (tick appropriate)

- | | | |
|---|---------------------------------------|---|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Service | <input type="checkbox"/> Dealership |
| <input type="checkbox"/> Stockiest | <input type="checkbox"/> Indian Agent | <input type="checkbox"/> Indian Branch Office |
| <input type="checkbox"/> Repair & Maintenance | <input type="checkbox"/> Fabrication | <input type="checkbox"/> Others |

7. Class /Type of Product/Materials Manufactured / Sold / Serviced/ Fabricated/Services : (tick appropriate)

(Vendor must ensure that he/she is having at least 2 years' experience in the relevant field, falling which registration can be cancelled forever)

- | | | |
|---|---|--|
| <input type="checkbox"/> Scientific Equipment | <input type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Electronics |
| <input type="checkbox"/> Electrical Equipment | <input type="checkbox"/> Glassware | <input type="checkbox"/> Mess & Canteen |
| <input type="checkbox"/> Fire Equipment | <input type="checkbox"/> Computers | <input type="checkbox"/> Computer peripherals |
| <input type="checkbox"/> Civil Engg. Equipment | <input type="checkbox"/> Electrical Works | <input type="checkbox"/> Software |
| <input type="checkbox"/> Water Coolers & Purifiers | <input type="checkbox"/> Air Conditioner | <input type="checkbox"/> Furnishing |
| <input type="checkbox"/> Tool items | <input type="checkbox"/> Pipes & Tubes | <input type="checkbox"/> Fabricators –Metal/Wood |
| <input type="checkbox"/> Stationery | <input type="checkbox"/> Printing | <input type="checkbox"/> Chemicals |
| <input type="checkbox"/> Class Room Accessories | <input type="checkbox"/> Networking | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Magazines, Journals | <input type="checkbox"/> Books | <input type="checkbox"/> Machines |
| <input type="checkbox"/> Office Automation Products | <input type="checkbox"/> Construction Item | <input type="checkbox"/> Civil Work |
| <input type="checkbox"/> Vehicle | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Sanitation |
| <input type="checkbox"/> Computer Maintenance | <input type="checkbox"/> Security | <input type="checkbox"/> Mess |
| <input type="checkbox"/> Playground Maintenance | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical Maintenance |
| <input type="checkbox"/> Servicing and Maintenance
of instruments, equipments etc. | <input type="checkbox"/> Partition Wood | <input type="checkbox"/> Civil Engg Equipment |

Others (Please Specify) -----

8. Annual Turnover during last 2 years (Rs. Crore) (Enclose copy of Profit & Loss Account with Balance Sheet duly signed by Chartered Accountant with Registration No.)

a) 2011-12 _____ Rs. (in crore)

b) 2012-13 _____ Rs. (in crore)

9. Details of Income Tax Return filled during last two years.

a) 2011-12 Total Income _____ Tax paid _____

b) 2012-13 Total Income _____ Tax paid _____

10. Commercial Information Registration (Enclose Attested Copy)

a) CST Regn. No. : _____

b) State ST Regn. No : _____

c) TIN No. : _____

d) Excise Center No. : _____

e) Trade License No. : _____

f) Service Tax Regn.No. : _____

g) PAN No. : _____

11. Details of Major Customers

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where the firm is registered.

Details of Registration fee (Rs.500/-)

D.D. No. : _____

Date: _____

Bank: _____

DECLARATION BY VENDOR

I hereby confirm that

1) No employee or direct relation of any employee of NIT Uttarakhand is in any way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.

2) The information furnished are correct to the best of my knowledge and belief.

.....
(Signature of Proprietor/Partner/Chief Executive)

Place:

Name

Date:

(In Capital Letter)

(Seal of Vendor)