

Empanelment of Vendors

Offer for the registration / empanelment of Vendors, are invited from the interested firms/companies. Who are in the business of manufacturing, stocking or marketing of goods and services of specified categories as mentioned in the registration documents. Registration form can be downloaded from the institute website i.e. www.nitr.ac.in . Application form & fee must be submitted to Assistant Registrar (Store & Purchase), NIT RAIPUR (CG)-492010

Instruction to Vendor for Registration / Empanelment of Vendors

The National Institute of Technology, Raipur (NIT Raipur) intends to register/empanel the firms/companies who are in the business of manufacturing, stocking and/or marketing of **goods of specified categories**. The main object of registration of firms/agencies as approved vendors is to have a broad based panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed for the Institute purchases.

1. Eligibility & categories for Registration/ Empanelment.

All firms/agencies, which are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

2. The firms registered with NIT Raipur will enjoy the following benefits:-

- a) Tender enquiries against demands which are not advertised, are sent to the registered firms.
- b) In case of advertised/Limited tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the Tender sets.
- c) Rate Contracts and Running Contracts are generally awarded to registered firms.

3. Empanelment / Registration Procedure.

Procedure for empanelment of vendors with National Institute of Technology, Raipur:-

- 3.1. The applicant should clearly read all the pages of the document.
- 3.2. Correct / relevant information / data have to be furnished by the vendors.
- 3.3. The applicant should make sure before applying for a particular type of Category, that the vendor/firm has the required eligibility criteria & experience for that category of work / item.
- 3.4. Service providers / suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favors of "Director, NIT Raipur", payable at Raipur (C.G.). The cost of application forms and processing fees to be remitted along with the forms, shall be as Rs. 1000/- and will not be refunded
- 3.5. Service providers / suppliers shall have to fill and submit the registration form along with required documents and fees to ***"Assistant Registrar (Purchase & store), National Institute of Technology, Raipur, G. E. Road, 492010, C.G, India"***.

- 3.6. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.7. The sealed envelope containing the registration form, documents & fee should be clearly super scribed on the top of the envelope as "APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT"
- 3.8. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment at NIT Raipur, on the basis of registration certificate of such agencies along with other certified documents.
- 3.9. The following essential documents (whichever is applicable) should accompany with the registration form:
- CST / VAT / TIN No.
 - Trade License; Factory License. (i.e. **For purchase of medicines drug license is required**)
 - Income tax Permanent Account No. (In **the name of firm if not a proprietorship firm.**)
 - Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - Registration Certificates with DGS&D/NCCF. (**In alternative, any proof thereof can be admissible**)
 - Current dealership agreement from Principal along with SSI/NSIC certificate if any.
 - **Audited balance sheet or Profit & loss account for last three years.**
 - **Annual turnover certificate for last three years duly certified by a CA firm.**
 - ISO certification if any.
 - A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University , Institute etc. in the past three years should be submitted.
 - **For electrical work & Civil work the relevant certificate is required.**
 - **Service tax registration certificate**
 - **Institute may ask the registered vendor/contractor to submit any other certificate from time to time as it may deem fit.**

- 3.10. On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the NIT RAIPUR after Scrutiny.
- 3.11. The firm will be considered for registration/ Empanelment for an initial period of one year and their registration will be considered for renewal as per NIT RAIPUR procedure, for two years or so, at a time subject to satisfactory performance of the firm during initial registration period.
- 3.12. The firms will be considered for registration for following monetary limits:-
- Those firms capable of executing supply order valuing ` 15 lakh to ` 25 lakh. (minimum turn over 1.00 Crore)
 - Those firms capable of executing supply order valuing ` 5 lakh to ` 15 lakh. (minimum turn over 50 Lakh)
 - Those firms capable of executing supply order valuing up to ` 5 lakh. (minimum turn over 30 lakh)
 - The basis of registration category will be based on yearly turnover of the vendors as mentioned above.
- 3.13 After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details: (1) Registration No. , (2) Vendor Trade Group/ Category No. along with description.
- 3.14. **Service Centers:** Service Centre in Raipur / in major cities, operational for more than 3 years, may be given. For authorized distributor / OEM centers the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor / OEM. 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. & the EMD / SD will be forfeited by the Institute.

Terms & Conditions for Vendor Registration / Empanelment as a Supplier

4.1 General Clause

- 4.1.1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered/empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 4.1.2. NIT Raipur reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIT Raipur in respect of registration

of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of NIT Raipur.

- 4.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIT Raipur and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 4.1.4. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.
- 4.1.5. This document is treated as a valid contract between NIT Raipur and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by NIT Raipur from time to time during the registration period.
- 4.1.6 In case of empanelled vendor is found in breach of any terms & condition(s) of NIT Raipur or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by NIT Raipur, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with NIT Raipur.
- 4.1.7 The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- 4.1.8 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with NIT Raipur, empanelled vendors are required to quote the Registration No.
- 4.1.9 The NIT Raipur has all the rights reserved to add / delete / alter any of the items and to mend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

4.2 Price Variation Clause

During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for NIT Raipur, the vendor must voluntarily pass on the price difference to NIT Raipur with immediate effect.

4.3 Indemnity

The selected vendor shall indemnify the NIT Raipur and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. NIT Raipur/ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

4.4 Termination for Default

- a) Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by NIT Raipur. ii) If the vendor fails to perform any other obligation(s) under the empanelment. iii) If vendor does not respond the limited tender enquiry/or quotation for NIT Raipur
- b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from NIT Raipur (or takes longer period in spite of what NIT Raipur may authorize in writing), NIT Raipur may terminate the empanelment/ Purchase Order in whole or in part.

4.5 All disputes in this connection shall be settled in Raipur, CG jurisdiction only

Registrar
NIT RAIPUR

Application Format for Vendor Registration

1. Name of the Company/ Firm: _____

2. a) Head Office/Registered Office _____

Telephone No. _____

Fax No. _____

Email _____

Web site (if any) _____

Date of Establishment _____

b) Branch Office in Raipur, 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) Proprietary | Trade License |
| b) Partnership | Partnership Deed, Trade License |
| c) Private Limited Company | Memorandum of Article |
| d) Public Limited Company | Certified of Registration |
| e) Public Sector | Trade License |

6. Name of Business (Tick appropriate)

| | | | |
|---------------|---------|--------------|----------------------|
| Manufacturing | Service | Dealership | Service Provider |
| Stockiest | | Indian Agent | Indian Branch Office |
| Others | | | |

7. Details of category for which Registration is sought (as per POINT NO 4 IN Instruction to Vendor for Registration / Empanelment of Vendors)

| S. No. | Category | Code | Tick appropriate | |
|--------|--|------|---------------------------|------------------|
| 1 | Electronic Items | 001 | | |
| 2 | Audio Visual Equipment | 002 | | |
| 3 | Computer Peripherals | 003 | | |
| 4 | Boards | 004 | | |
| 5 | Electrical Installations and Accessories | 005 | | |
| 6 | Office Automation | 006 | | |
| 7 | Sports Material | 007 | | |
| 8 | Lab Equipment | | | |
| | | Code | Name of Branch/Discipline | Tick appropriate |
| | | 008A | Biotechnology | |
| | | 008B | Biomedical | |
| | | 008C | Chemical Engg. | |
| | | 008D | Civil Engg | |
| | | 008E | C.S./I.T./M.C.A. | |
| | | 008F | Electrical Engg. | |
| | | 008G | Electronics & TC Engg. | |
| | | 008H | Mechanical Engg | |
| | | 008I | Mining Engg | |
| | | 008J | Metallurgy | |
| | | 008K | Applied Geology | |
| | | 008L | Physics | |
| | | 008M | Chemistry | |
| 008N | Maths | | | |

| | | Code | Name of Branch/Discipline | Tick appropriate |
|----|--|-------------|--|-------------------------|
| 9 | Lab Consumable | 009A | Biotechnology/ Biomedical | |
| | | 009B | Chemicals , glassware etc | |
| | | 009C | Chemical Engg. /chemistry | |
| | | 009D | Electrical Engg. / Electronics & TC Engg | |
| | | 009F | Mechanical Engg | |
| | | 009G | Mining Engg | |
| | | 009H | Metallurgy | |
| | | 009I | C.S./I.T./M.C.A. | |
| | | 009J | Applied Geology | |
| | | 009K | Civil Engg. | |
| | | Others | Please specify | |
| | | | | |
| 10 | Furniture Pl specify : Office Furniture, Lecture Hall Furniture, Library furniture Customized laboratory furniture, Computer Furniture, Hostel Furniture, Mess Furniture, Home Furniture, Chest, Rack, etc.:: | 0010 | | |
| 11 | Air Cooler | 0011 | | |
| 12 | Stationery | 0013 | | |
| 14 | Medicines & Drugs | 0014 | | |
| 15 | Printing, | 0015 | | |
| 16 | Catering, Tent Services etc. | 0016 | | |
| 17 | Travel / Transport Serv. | 0017 | | |
| 18 | Building Material Supplier and Petty Contractor | 0018 | | |
| 19 | Electrical Work Contractor (Only work up to 5 lakh through limited enquiry) | 0019 | | |
| 20 | Civil Work Contractor (Only work up to 5 lakh through limited enquiry) | 0020 | | |
| 19 | Service Providers (Housekeeping , security etc.) | 0021 | | |
| 20 | Other , please specify | 0022 | | |

Note: Vendors are requested to enclosed detail list of goods, services ect. as annexure.

8. Audited Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Chartered Accountant's certification)

| | | |
|------------|--|--|
| a) 2010-11 | | |
| b) 2011-12 | | |
| c) 2012-13 | | |

9. Audited Profit & loss account of last three years (Enclose Chartered Accountant's certification)

| | | |
|------------|--|--|
| a) 2010-11 | | |
| b) 2011-12 | | |
| c) 2012-13 | | |

10. Commercial Information Registration (Enclose Attested Copy wherever Applicable)

- a) CST / VAT Reng. No. -----
- b) State ST Regn. No. -----
- c) TIN No. -----
- d) Excise Reg. No. -----
- e) Establishment / Factory License No. -----
- f) Service Tax Reg. No. -----
- g) PAN -----
- h) Registration Certificate with DGS&D/NCCF
- i) Current dealership agreement with Principal (along with SSI/NSIC Certificate if any)
- j) Relevant ISO Certificate, if any
- K) Registration certificate with PWD, CPWD, CSEB or equivalent for civil and electrical Contractors

11. Details of Major Customers

Name of Autonomous institution/ Government departments/ Major Public sector undertaking / Research and Development institutions where your firm is registered:

| S.No. | Name of the Institution | Empanelled For | Contact Name | Contact Number |
|-------|-------------------------|----------------|--------------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

12. Details of Registration fee (Rs. 1,000/-not refundable)

D.D. No. : _____ Date: _____

Bank:

DECLARATION BY VENDOR

I confirm that

- 1) No employee or direct relation of any employee of NIT Raipur is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- 2) The information furnished is correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief Executive)

Name-----

(In Capital Letter)

Place:

(Seal of Vendor)

Date:

Check List

| <i>S.No.</i> | <i>Particulars</i> | <i>Enclose the copy of the following & tick as per applicability</i> |
|---------------------|---|---|
| <i>1.</i> | <i>CST/VAT Registration</i> | |
| <i>2.</i> | <i>State Sales Tax Registration</i> | |
| <i>3.</i> | <i>TIN (Tax Identification No. Certificate)</i> | |
| <i>4.</i> | <i>Excise Registration</i> | |
| <i>5.</i> | <i>Proof of registration of the firm/Establishment/Factory License.</i> | |
| <i>6.</i> | <i>Service Tax Certificate</i> | |
| <i>7.</i> | <i>PAN card in Firm's Name</i> | |
| <i>8.</i> | <i>DGS&D/NCCF Certificate</i> | |
| <i>9.</i> | <i>Authorisation certificate of delership (agreement with principal (Along with Ssi/NSIC Certificate if any)</i> | |
| <i>10.</i> | <i>Relevant ISO Certificate, if any</i> | |
| <i>11.</i> | <i>Proof of Registration with any Central Govt . Organisation</i> | |
| <i>12.</i> | <i>Purchase orders issued by any Central Govt Organisation</i> | |
| <i>13.</i> | <i>Any Other Certificates</i> | |

Signature of Vendor