



Tender No. NITUK/C.Store/2018-19/VR-1

NOTICE INVITING APPLICATION FOR EMPANELMENT OF VENDORS

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

Sl. No.	Category of Registration	Particular / Name Of Item	Manufacturer (M) Authorized Agent(A) Retail Supplier (R) Service Provider(S)
1	Machinery	i. Mechanical Equipment, Machines such as Workshop Machines: CNC, Drilling, Milling, Turning Machines etc. ii. Tools, Accessories and Spare parts	
2	Electrical Equipment & Accessories	Electrical Engineering Equipment and Instruments, Power Generators, Compressor, Motor, Voltage Stabilizer, DG set, Inverters, UPS, Transformer, Air Conditioners, Fan, RO Purifiers, Vacuum Cleaner, Lamps & lighting Fixture, Decorative Lamps, meter, Distribution Board, LED Lights, Plug, Switch, Wire/Cable, Electric Fitting/ Accessories etc. Fan (Ceiling/Table/Wall), Water Heater etc.	
3	Electronics Instruments /Items/Equipment	All Electronic instruments items and Equipment, apparatus, Telephone Instruments, EPABX, Wireless Equipment, devices etc.	
4	Civil Equipment /Items	Construction Materials and General Hardware, All Civil Equipment, Items, apparatus etc.	
5	Scientific Laboratory Equipment's	Laboratory Equipment's and Sophisticated Research Equipment's for Chemical Science, Biological Science, Earth & Environmental Science, Astronomy, Laboratory Equipment and Instruments for R&D purpose etc.	
6	Computer and Peripherals	Computers, All-In-One Computers, Workstations, Servers, Databank, Laptop, Peripherals such as UPS, Accessories, Card Reader, Biometric equipment etc with all accessories and fixtures etc.	

7	Laboratory Software	Software for Electrical, Electronics, Mechanicals, Civil, Computer Science and Science Laboratory & Other software.	
8	Audio Visual Items	Television, Projector, Display Boards, Screen, Classroom Interactive boards, Camera (Still, CC, Video etc.) etc.	
9	Output Devices	Printer, Fax machine, Copier, Scanner etc.	
10	Lab Consumables	Chemicals, Glassware, Plastic ware etc.	
11	Medical and Nursing Equipment and Consumables	<ul style="list-style-type: none"> i. Medical Equipment : Diagnostic, treatment Surgical Instruments and devices. ii. Consumables: Medicines, Dressing and nursing items. 	
12	Sports Material	All Sports Equipment and Materials, Fitness Kit/Gymnasium items, Sports Apparels, Cloth and readymade items for Uniform, Apron, Liveries, etc.	
13	Stationery and Office Consumables	Office Stationery, Computer Stationery, Classroom Stationery, Office Consumables etc.	
14	Library	Books, Maps, Journals, Periodicals etc.	
15	Furniture	<p>Office Furniture: Seating and Storage Solutions.</p> <p>Customized Furniture for Class room, Laboratory, Library, Auditorium, Hostel, Kitchen, Dining etc.</p> <p>General Furniture like File Cabinet, Office Almira, Lockers, Office Table, Angle Rack, Computer Table, Study Table, Office Chairs, All type of board (White, Green, Notice Board) etc.</p>	
16	Safety and Fire Fighting Equipment's	Firefighting Equipment's (Hand held devices, accessories etc.	
17	Services	<ul style="list-style-type: none"> i. <i>Printing and, Binding, Publication, Advertisements Services</i> ii. <i>Catering and Tent Services</i> iii. <i>Event Management Services: Stage, Audio- Visual etc.</i> iv. <i>Courier and Transport</i> v. <i>Insurance Services</i> vi. <i>Travel / Transport Services</i> vii. <i>Water Cooler, Purifiers, Air Conditioners, Printer, Photocopier etc.</i> 	
18	Other	Any other Category of Items and Services left including miscellaneous Goods and Services.	Vendors may Specify

Note: Interested vendors/Service Providers may submit their application form in the Performa attached at **Annexure-I**, along with a copy of supporting documents mentioned in the Serial No. 08 of **Annexure –I** in an envelope super scribed "**Vendor Registration**".

The duly filled application form must reach to the Director, NIT Uttarakhand on or before 05th Nov 2018 latest by 05:30 PM. For application form and more details visit to our website www.nituk.ac.in

1. Interested parties with sound techno-commercial know how of the relevant field may apply on the prescribed application form. Original Demand Draft of ₹ 500/- with one set of documents should be sent to the Assistant Registrar (Store) NIT Uttarakhand. In case relevant documents as mentioned in the application form are not made available, application form is liable to be rejected.
2. The Registration shall be valid for 01 years subject to further extension on discretion of competent authority.
3. It is responsibility of registered vendors to access the email regularly. After registration email will be sent to email id mentioned in application form, and only after getting response on email registration will be activated by the Institute. It is responsibility of registered vendor to access email regularly. Institute will not be responsible, if vendor didn't access his email.
4. Registered vendors shall be contacted for Limited Tender Enquiry by email or through CPP Portal only as per Institute's rules. NIT, Uttarakhand reserves the right to advertise Open Tender Inviting Bids as and when desired for procurement of material. In such case NIT, Uttarakhand may send copy of invitation to the enlisted vendors. Registration as approved vendors does not confer any rights on vendors to secure orders 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:
 - (a) If any of the submitted documents or statements found to be false later.
 - (b) Any other grounds, which in the opinion of NIT, Uttarakhand, consider retention of the approved vendor is undesirable in the interest of the Institute.
5. Firm willing to register as Manufacturer should possess its own in-house testing facilities while not mandatory for MSE.
6. NIT, Uttarakhand reserves the rights to accept or reject any or all the applications without assigning any reason thereof.
7. Assistant Registrar (Stores) NIT, Uttarakhand is authorized person to deal with applications and registrations.
8. Appellate Authority – Director, NIT Uttarakhand.

REGISTRAR



Vendor Registration

GENERAL INSTRUCTIONS WITH TERMS & CONDITIONS TO VENDORS

1. One Single application form can be used for multiple items. Relevant documents for all categories sought for registration should be provided.
2. The Vendor must have Goods and Service Tax Registration No./ Permanent Account No. / whichever is applicable (**Applicable for Indian Vendors Only**)
3. **The vendor must be registered in CPPP (Central Public Procurement Portal) and provide user id of Central Public Procurement Portal (CPPP).**
4. Vendors are required to complete all parts of the form and provide exhaustive information requested to 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 sufficient 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 of turnover, past performance, infrastructure. After completion of document review and other assessment, as applicable, the case shall be taken up for Approval of competent authority and issue of registration letters will be obtained/ issued.
6. **SUCCESSFUL REGISTRATION BY NIT UTTARAKHAND IS NO GUARANTEE OF ANY FUTURE AWARD OF ORDER FOR PURCHASE/SERVICE/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 as registered vendor. Wherever any such information comes to notice at a later date, the vendor may be removed from the list registered vendor.
8. In Master Data Base vendors will be registered in particular category only.
9. 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 list of registered vendor.
10. 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 status. 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 list of registered vendor.
11. 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.

12. NIT Uttarakhand reserves the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list.
13. Retention of suppliers in the list of registered vendor 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 one year and NIT Uttarakhand reserves the right to renew the registration on the same terms and conditions for additional periods of one or more years with mutual consent.
15. Application should be submitted along with a registration fee of ₹ 500/- in the form of a DD drawn in the favor of **NIT Uttarakhand** payable at **Srinagar Garhwal**.
16. Filled in applications with enclosures should be sent to Assistant Registrar (Store), NIT Uttarakhand Temporary Campus, Govt. ITI, Srinagar Garhwal- 246174 (Uttarakhand) super-scribing in the envelope "Vendor Registration".
17. The vendor must provide an affidavit duly notarized, stating that the vendor has not been blacklisted by any Institute/ Organization.
18. The Vendor will abide by the terms and conditions of a contract/ purchase order.
19. All disputes in the connection shall be settled in Srinagar Garhwal (Uttarakhand) Jurisdiction only.
20. **Removal of Firms from the list of Registered Vendors.**

In case of violation of terms and condition of the registration, the registration of the firm will be cancelled by giving prior notice. Registration of vendor is liable to be removed from the list of approved Registered Vendors, when,

- a) If fails to abide by the terms and conditions under which the registration has been given.
- b) Any false declaration to the Institute.
- c) Supplies goods of inferior quality /uninspected goods/fails to supply in stipulated time.
- d) Renders services (including after sales services and maintenance services) of inferior quality to 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) **Failure to respond to tender enquiry for more than three consecutive occasions will render the registration null and void.**
- k) Any other ground which, in the opinion of the registering authority, is not in public interest.
- l) If the registered vendor fails to maintain the equipment during the warranty or fails to maintain or repair on payment basis within 5 year from the supply of order, the vendor registration shall be cancelled and the vendor will not be registered by the Institute in future.
- m) In all other cases provisions of GFR and Procurement Manual of the Institute will apply.

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

(Signature of the Authorized Person (Vendor) with Seal and Date)

Name (In Capital) _____

Place: _____

Date: _____

All the pages of the document must be duly signed by the vendor.

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND
 Temporary Campus Govt. ITI Srinagar Garhwal, Dist. Pauri Garhwal, Uttarakhand
 Contact: 01346-257400 (O), 01346-251095 (Tele Fax)
 E-Mail:nituttarakhand@gmail.com, Web: www.nituk.ac.in



Manufacturer Authorized Dealer/Agent Retailer Service Provider

Form for Registration of Vendors

1. Name of the Company/Firm/Agency/Individual: _____

2. a) Head Office / Registered Office : _____

Telephone No. : _____ Fax No. : _____

Email : _____ Web site (if any) _____

Date of Establishment : _____

b) Branch Office in Srinagar Garhwal (if any) : _____

Telephone No. : _____ Fax No. : _____

3. Name of Chief Executive / Proprietor / Partners : _____

Telephone No. : _____ Fax No. : _____

Email : _____

4. Name & Designation of contact person : _____

Telephone No. : _____ Fax No. : _____

Email : _____

5. **Contact Details for correspondence regarding enquiries /Purchase order /Purchase Follow-Ups from Institute:**

Name & Designation of contact person : _____

Telephone No. : _____ Fax No. : _____

Email : _____

6. Central Public Procurement Portal ID _____

7. Other Details (Please Specify) _____

8. **Documents need to be provided.**

Serial No.	Documents	Yes/ No	Number (i.e. GST No. /PAN Card No. etc.)
1.	Copy of GST Registration Certificate.		
2.	Copy of PAN card.		
3.	Current dealership agreement from Principal/Manufacturer along with SSI/NSIC certificate (If Applicable) .		
4.	Audited Statement of Accounts and Income Tax Return for the last three financial years 2015-16, 2016-17 and 2017-18.		
5.	Affidavit/ undertaking of not being blacklisted by any Govt. Agency/ department.		
6.	List of clients presently being served (IITS/ Educational Institutes/public sector/private sector/others separately in the last three years) with Contact name & address with mobile no.		
7.	Bank Details on letter head along with cancelled cheque.		
8.	Registration fee in the form of DD of ₹500/- (non-refundable) in favour of "NIT Uttarakhand" payable at Srinagar Garhwal.		

DECLARATION BY VENDOR

I confirm that

- 1) No employee or direct relation of any employee of NIT Uttarakhand is in 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 the Authorized Person (Vendor) with Seal and Date)

Name (In Capital) _____

Place: _____

Date: _____