

Notification No. NITUK/Civil/2022/VR/001

**NOTICE INVITING APPLICATION FOR REGISTRATION OF SUPPLIERS IN THE
 DEPARTMENT OF CIVIL ENGINEERING**

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.	Scientific Laboratory Equipment's and Consumables	Laboratory Equipment's and Sophisticated Research Equipment's for Civil Engineering Laboratory i.e Ultrasonic Pulse Velocity Test System Rebar Locator Concrete Resistivity meter RCPT- Rapid Chloride Ion Penetration Test System Standard Penetration Test Apparatus, Direct Shear Apparatus Relative Density, Portable colorimeter, Multiple parameter water quality meters, Speed Radar Gun etc. Instruments for R&D Purpose Consumables Chemicals, Glassware, Plastic ware etc. And Calibration and maintenance of Equipment.	
2.	Laboratory Software	Software for Civil Engineering and Science Laboratory & Other software.	
3.	Electronics Instruments /Items/Equipment	Load Sensors, Strain Sensors Temperature Sensors PZT Sensors and data logger etc.	
4.	Civil Equipment /Items	Construction Materials and General Hardware, All Civil Equipment, Items, apparatus etc.	
5.	Electrical Equipment & Accessories	UPS, Air Conditioners, Fan, RO Purifiers, Vacuum Cleaner, Lamps & lighting Fixture, Decorative Lamps, meter, LED Lights, Plug, Switch,Wire/Cable, Electric Fitting/ Accessories etc. Fan (Ceiling/Table/Wall), Water Heater 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.	Audio Visual	Television, Projector, Display Boards, Screen,	
8.	Items	Classroom Interactive boards, Camera (Still, CC, Video etc.) etc.	
9.	Output Devices	Printer, Fax machine, Copier, Scanner etc.	
10.	Furniture	Wooden, Steel Glass, Plastic, Moulded Furniture	
11.	Safety and Fire Fighting Equipment's	Firefighting Equipment's (Hand held devices, accessories etc.	
12.	Services	All services like catering, printing, transport etc.	
13.	Other	Any other Category of Items and Services left including miscellaneous Goods and Services.	Suppliers may Specify

Note: Interested suppliers 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 "**Registration of Suppliers**".

For application form and more details please visit our website www.nituk.ac.in .The duly filled application form with all required enclosures must be submitted to the Institute on the address mentioned below:

Head, Department of Civil Engineering
National Institute of Technology, Uttarakhand
Temporary Campus, Government ITI,Srinagar (Garhwal)
246 174.

1. Interested suppliers 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 duly self-attested and stamped documents should be sent to the Assistant Registrar (Store) NIT Uttarakhand. In case relevant documents as mentioned in the application form are not enclosed/made available,application form is liable to be rejected.
2. The Registration shall be valid for 01 financial year subject to further extension up to 3 years on discretion of competent authority.
3. It is responsibility of registered suppliers to access the email regularly. After registration an 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. Institute will not be responsible, if suppliers didn't access his email.
4. Registered suppliers 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 materials. In such case NIT Uttarakhand may send copy of invitation to the enlisted suppliers. Registration as approved suppliers does not confer any rights on suppliers to secure orders for items registered and NIT Uttarakhand is not obliged to contact empanelled suppliers for all of the requirements for the items for which suppliers have beenregistered. 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 suppliers is undesirable in the interest of the Institute.
5. Firm willing to register as Manufacturer should possess its own in-house manufacturing & testing facilities while not mandatory for MSE.
6. NIT Uttarakhand reserves the rights to accept or reject any or all the applications without assigningany reason thereof.
7. Head, Department of Civil Engineering, NIT Uttarakhand is authorized person to deal with applications andregistrations.
8. Appellate Authority – Director, NIT Uttarakhand.

Sd/-
REGISTRAR

Registration of Suppliers

GENERAL INSTRUCTIONS WITH TERMS & CONDITIONS TO SUPPLIERS

1. One Single application form can be used for multiple items. Relevant documents for all categories sought for registration should be provided.
2. The suppliers must have Goods and Service Tax Registration No./ Permanent Account No. / whichever is applicable **(Applicable for Indian suppliers Only)**
3. **The suppliers must be registered in CPPP (Central Public Procurement Portal) and provide user idof Central Public Procurement Portal (CPPP).**
4. Suppliers 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 supplier'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 supplier's presentation, Factory / Site visit for inspection, verification of documents / information, assessmentof 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 suppliers. Whenever any such information comes to notice at a later date, the suppliers may be removed from the list of registered suppliers.
8. In Master Data Base, suppliers will be registered in particular category only.
9. Any suppliers 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 Suppliers from the list of registered suppliers.
10. It will be the responsibility of the suppliers to submit / update NIT Uttarakhand with latest auditedProfit & Loss Account with Balance Sheet and also to keep NIT Uttarakhand informed of any such matter that may affect the suppliers' continued qualification and status. If the supplier's future circumstances change so that they no longer meet the registration qualification criteria for that particular category / item / group / area, then the suppliers should promptly inform NIT Uttarakhand and NIT Uttarakhand reserves the right to remove the suppliers from the list of registered suppliers.
11. Throughout the period of suppliers' registration validity, the suppliers 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 suppliers 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 **Director NIT Uttarakhand** payable at **Srinagar (Garhwal)**.
16. Filled in applications with enclosures should be sent to **Head, Department of Civil Engineering National Institute of Technology, Uttarakhand Temporary Campus, Government ITI, Srinagar (Garhwal) 246174 (Uttarakhand)** super-scribing in the envelope "Registration of Suppliers".
17. The suppliers must provide an affidavit duly notarized, stating that the suppliers has not been blacklisted by any Institute/ Organization.
18. The suppliers 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 Suppliers

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 suppliers is liable to be removed from the list of approved Registered Suppliers, 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 suppliers 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 Suppliers registration shall be cancelled and the suppliers 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.

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

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

Place: _____

Name (In Capital) _____

Date: _____

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

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 Suppliers for the Department of Civil Engineering

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.	Document s	Yes/ No	Number (i.e. GST No. /PAN CardNo. 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.		
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 "Director NIT Uttarakhand" payable at SrinagarGarhwal.		

DECLARATION BY SUPPLIERS

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 (Suppliers) with Seal and Date)

Place: _____

Name (In Capital) _____

Date: _____