

## NOTICE INVITING APPLICATION FOR REGISTRATION OF SUPPLIERS DEPARTMENT OF CHEMISTRY

Department of Chemistry, NIT Uttarakhand requires various items and services for its academic and administrative needs as per the following details.

Sr. No.	Category of Registration	Particular/ Name of Item	Manufacturer(M) Authorized Agent (A) Retail Supplier (R) Service Provider (S)
1.	<b>Electrical Equipment &amp; Accessories</b>	UPS, LED Lights, Plug, Switch, Wire/cable, Lamps, Electric Fitting / Accessories, Air conditioners etc. Fan (Ceiling/Table/Wall), Water heater, Water purifiers, etc.	
2.	<b>Scientific Laboratory Equipment and instruments</b>	Laboratory Equipment and Instruments, Sophisticated Research Equipment and instruments for Chemical, Biological and Environmental Sciences. Laboratory Equipment and Instruments for R&D purpose etc.	
3.	<b>Computer and Peripherals</b>	Computers, All-in-One Computers, Workstations, Laptop, Peripherals such as UPS Accessories etc. Wi-Fi adopters/ Dongles, external camera for PC etc.	
4.	<b>Laboratory Software</b>	Software for Science Laboratory & Other Software	
5.	<b>Audio Visual</b>	Projector, Display Boards, Screen, Camera (Still, CC, Video etc.) etc.	
6.	<b>Output Devices</b>	Printer, Copier, Scanner etc.	
7.	<b>Lab Consumables</b>	Chemicals, Glassware, Solvents, Plastic ware etc.	
8.	<b>Stationery and Office Consumables</b>	OFFICE Stationery, Computer, Stationery, Classroom Stationery, Office Consumables, etc.	
9.	<b>Furniture</b>	<b>Office Furniture:</b> Seating and Storage Solutions <b>General Furniture:</b> File Cabinet, Office Almira, Lockers, Office Table, Computer Table, Study Table, Office Chairs, All type of board (White, Green, Notice Board) etc.	
10.	<b>Services</b>	i) Printing and Binding, Publication ii) Event management services iii) Purifiers, Air conditioners, Printer, Photocopier, catering etc.	
11.	<b>Other</b>	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 in an envelope super scribed "Registration of Suppliers".

For application form and more details please visit our website [www.nituk.ac.in](http://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 Chemistry  
Temporary Campus, Government Polytechnic,  
Srinagar (Garhwal)- 246174 Uttarakhand**

1. Interested suppliers with sound techno-commercial know how of the relevant field may apply on the prescribed application form. Receipt of NEFT/RTGS of Rs. 500/- with one set of duly self-attested and stamped documents should be sent to the Head of Department Chemistry, 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 material. 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 been registered.
5. 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.
6. Firm willing to register as Manufacturer should possess its own in-house manufacturing & testing facilities while not mandatory for MSE.
7. NIT Uttarakhand reserves the rights to accept or reject any or all the applications without assigning any reason thereof.
8. Head, Department of Chemistry, NIT Uttarakhand is authorized person to deal with applications and registrations.
9. Appellate Authority – Director, NIT Uttarakhand.

**-Sd-  
Head  
Department of Chemistry**

## 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 id of 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, 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 suppliers. Wherever any such information comes to notice at a later date, the suppliers may be removed from the list 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 audited Profit & 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 Rs. 500 (non-refundable) can be paid through NEFT/RTGS in the Account No. 37530566069 in the favour of **Director, NIT Uttarakhand**.
16. Filled in applications with enclosures should be sent to Head, Department of Chemistry, Temporary Campus, Government Polytechnic, 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.

**I/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.**

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड  
**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

Temporary Campus Govt. Polytechnic Srinagar Garhwal, Dist. Pauri Garhwal, Uttarakhand  
Contact: 01346-257641 (O), E-Mail: hod\_chemistry@nituk.ac.in, Web: [www.nituk.ac.in](http://www.nituk.ac.in)

**Annexure I**

**Form for Registration of Suppliers**

Manufacturer  Authorized Dealer/Agent  Retailer  Service Provider

1. Name of the Company/Firm/Agency/ Individual: \_\_\_\_\_

2. a) Head Office / Registered Office : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Email: \_\_\_\_\_ Website (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. : \_\_\_\_\_

E-mail : \_\_\_\_\_ Website (if any) : \_\_\_\_\_

4. Name & designation of contact person : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-mail : \_\_\_\_\_ Website (if any) : \_\_\_\_\_

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

Name & Designation of contact person : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

E-mail : \_\_\_\_\_ Website (if any) : \_\_\_\_\_

6. Central Public Procurement Portal ID :
7. Other Details (Please Specify) :
8. Documents need to be provided :

Sr. 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 <b>(If Applicable)</b> .		
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 <b>(IITS/Educational Institutes/public sector/private sector/others separately in the last three years)</b> with Contact name & address with mobile no.		
7.	Bank Details on letter head along with cancelled cheque.		
8.	Registration fee of Rs. 500 (non-refundable) can be paid through NEFT/RTGS in the Account No. 37530566069 in favour of <b>"Director NIT Uttarakhand"</b>		

### 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)

Name (In Capital)\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_