

COST OF APPLICATION: Rs 200/- ONLY

Advt No. IIITDMJ/P&S/Enq/2015-
16/Empanelment of Vendors /04
Dated : 05/05/2015

ADVERTISEMENT FOR EMPANELMENT OF VENDORS



PDPM,

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY

DESIGN & MANUFACTURING, JABALPUR

Dumna Airport Road, P.O. Khamaria, Jabalpur - 482005

Reference No.	Advt No. IIITDMJ/P&S/Enq/2015-16/Empanelment of Vendors /04
Pre-Application meeting	18/05/2015 at 04:00PM, Institute Conference Hall
Last Date and Time for receipt of Applications	25/05/2015 till 03:00PM
Time and Date for Opening of Applications	04:00PM on 25/05/2015
Venue	PDPM-IIITDM, Jabalpur, Campus

7/5/15

Empanelment of Vendors

PDPM-Indian Institute of Information Technology Design and Manufacturing, Jabalpur intends to register / empanel firms / companies who are in the business of manufacturing, stocking and / or marketing of goods of following category:-

- 1) Furniture - Category A
- 2) Computer and Peripherals - Category B
- 3) Scientific and Audio / Visual Equipments- Category C
- 4) Stationery items- Category D

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 for Registration / Empanelment

All firms / agencies, which are in the business of manufacturing, authorized distribution or marketing of above categories of material etc. are eligible for registration. If otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

2. The firms registered with PDPM-IIITDM Jabalpur, will enjoy the following benefits:-

- 2.1. Once the firm is registered with PDPM-IIITDM Jabalpur, the firm is exempted from paying Earnest Money Deposit & Security Deposit in case of Limited tender enquiry (LTI).
- 2.2. Tender enquiries against demands which are not advertised, are sent to the registered firms.

3. Screening of applications for A and D

- 3.1. Preliminary screening of application would be done by the authorised Committee with reference to information provided in the prescribed formats.
- 3.2. Vendor assessment / appraisal sheet shall be filled up by the authorised Committee after reviewing each application and put up recommendations for approval by the Competent Authority.
- 3.3. For certain materials, like furniture and equipments, committee may visit works of potential vendors for verification of their manufacturing capacity, adequacy of production equipment, in-house quality assurance system, testing facilities available, technical know-how of supervisory personnel, competence of management etc.

4. Empanelment / Registration Procedure

- 4.1. The applicant should clearly read all the pages of the document.
- 4.2. Only correct / relevant information / data have to be furnished by the vendors.
- 4.3. The vendors should make sure before applying for a particular type of Category, that the vendor / fulfils the required eligibility criteria & experience for that category of work / item.

10.10.17

4.4. Demand draft of Rs.5000.00 (Rupees Five Thousand only) as registration fee must be enclosed with the application in favour of "PDPM-IIITDM, Jabalpur" payable at Jabalpur. The application without demand draft is will be rejected. If the manufacturers / vendors don't meet the requirements of the Institute, the same demand draft will be returned.

4.5. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.

4.6. The sealed envelope containing the registration form, documents & fee should be clearly superscribed on the top of the envelope as " **APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATEGORY** " and sent to the " **The Registrar, PDPM-IIITDM, Jabalpur, Dumna Airport Road, Jabalpur - 482005** ".

5. The following essential documents should be submitted with the registration form:

5.1. The firm obtaining the registration should have a valid registration No. SST / CST / VAT, Service Tax, TIN and PAN No.

5.2. Valid Shop and establishment registration from local authorities.

5.3. IT returns for the last 03 years.

5.4. Firms going for registration of category wise (A,B,C &D) items should also be in possession of some statutory certificate / documents list of which is given in Annexure-II or Annexure-III

5.5. The firm should not have been blacklisted by any Government / PSU organization during the last three (03) years and an undertaking to this effect must be given by the firm.

5.6. The firm must maintain an office / shop / show room registered in its own name, in the market / industrial area or another suitable place. Photographs of above with different neighbouring buildings have to be submitted.

5.7. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.

5.8. The firms should have experience of supply of items to Government / Public Sector Organisations / Organisations of repute. Copy of supply orders to major consumers for the last three years should be enclosed and for A and B total value of the supply order(s) should be greater than Rs 20,00,000.

5.9. Vendors should have a bank account wherein the payments may be sent directly in the bank.

5.10. A solvency certificate from the bank has to be submitted to establish financial solvency of the firm.

5.11. The outstation firms should have the capacity to provide the after sales service / warranty locally at Jabalpur. When machine / equipment is in breakdown the same should be repaired within 02 working days for A and C. For B the issues have to be checked in person within 02 working days and replacement by manufacturer arranged within 30 days for items under warranty.

5.12. The firm shall be liable to be removed from the list of the approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply

10.10.17

sub-standard items / goods or make any false declaration to the institute or for any other grounds in the opinion of the institute.

5.13. All disputes will be within the jurisdiction of Jabalpur.

6. Registration Certificate: The vendors approved for registration shall be allotted a Registration Number and shall be issued a Registration Certificate, which shall be valid for a period of two years from the date of approval of the Competent Authority subjected to **satisfactory services delivered by the vendor. The same can be extended further after periodic** review by a Committee for any issues after a year

6.1. Renewal of Registration: Renewal of registration shall be done for a further period of two years based upon the performance of vendors based on report of review committee. Vendors seeking renewal shall submit a fresh application form, three months prior to expiration of the validity of registration, duly filled in, along with necessary documents.

6.2. Pre-mature Termination of Registration: Premature termination of registration of vendor may be done with the approval of Competent Authority, if the vendor is non-responsive against tender enquiries or on account of its performance or disabilities as detailed below –

The performance of vendor is rated below the minimum acceptable level during the evaluation process and no improvement is observed in spite of a notice to this affect.

- a) Vendor fails to respond to three consecutive tender enquiries within the range of product for which it is registered.
- b) Vendor fails to execute the order.
- c) Vendor is declared bankrupt or insolvent or its financial position has become unsound and in case of public limited company, it is wound up or taken into liquidation.
- d) Vendor fails to furnish Income Tax Clearance Certificate or any other document when called for.
- e) The integrity of vendor is suspected.
- f) Black-listing of firm can be done on the recommendations of the Committee so appointed to carry out the investigation against a defaulting vendor having approval of Competent Authority.

6.3. Banning of vendors for future business dealing: This shall be done in case unethical business practice is established or furnishing wrong information false / manipulated documents or the vendor is charged by any government agency (like CBI) for an offence against Government regulation and subsequently prosecuted in the court of law. Banning orders shall also indicate names of all partners, director etc. of the company and its allied / sister concerns, if any.

6.4. The registration of vendors has no bearing with the Open tender / Advertised tender / Global tender. The Registered vendor may participate in the Open tender / Advertised tender / Global tender separately if they desire and satisfy the conditions therein.

6.5. Registration of Vendors does not confer any right on the vendors to claim order or tender enquiry.

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7. Terms & Conditions for Vendor Registration / Empanelment as a Supplier

7.1. The said registration, only 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.

7.2. PDPM-IIITDM, Jabalpur reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of PDPM-IIITDM, Jabalpur 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 PDPM-IIITDM, Jabalpur

7.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of PDPM-IIITDM, Jabalpur and keep the Institute informed of new products / developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

7.4. 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.

7.5. This document is treated as a valid contract between PDPM-IIITDM, Jabalpur and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by PDPM-IIITDM from time to time during the registration period.

7.6. In case of empanelled vendor is found in breach of any terms & condition (s) of PDPM-IIITDM or **supply** 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 PDPM-IIITDM, Jabalpur besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with PDPM-IIITDM, Jabalpur

7.7. 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.

7.8. 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.

7.9. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.

7.10. In all future correspondence with PDPM-IIITDM, Jabalpur empanelled vendors are required to quote the Registration No.

7.11. Vendor should submit category wise authorisation certificates from their principal(s) manufacturers having validity, name/designation of the signatory, contact details etc. Vendor should ensure the warranty condition in section 5.11. Manufacturer in their authorisation letter should include details of warranty verification mechanism.

Handwritten signature/initials in blue ink.

8. Price Variation / Best-Price Clause

If the registered vendor sells any item to any other department / Organization at a price lower than the price agreed for PDPM-IIITDM, the vendor must voluntarily pass on the price difference to PDPM-IIITDM, Jabalpur with immediate effect.

9. Indemnity

The selected vendor shall indemnify the PDPM-IIITDM 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. PDPM-IIITDM, Jabalpur stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

10. Guidelines for filing the application for Registration

- 10.1. The vendor / applicant should clearly read all the pages of the application form.
- 10.2. The applicant should make sure before applying for a particular type of category, that he possesses the prescribed experience for that type of work / item.
- 10.3. Certificates such as " Registration of firms", sales tax & Income tax clearance, partnership deed, etc. should be in standard format only and it should be issued by appropriate authority.
- 10.4. Suppliers / Service providers can download the application forms from the website, they shall have to submit the cost of application form of Rs 200 / - (Rupees two hundred only) in the form of crossed demand draft drawn in favour of PDPM-IIITDM payable at Jabalpur in a separate envelope along with the application for registration. The application fee is non-refundable.
- 10.5. Applications incomplete in any respect, like non-submission of any document or information are liable for rejection.
- 10.6. Application complete in all respect are to be submitted in a sealed envelope clearly super scribing "APPLICATION FOR REGISTRATION AS SUPPLIER OF CATEGORY " "....."
- 10.7. A firm dealing in more than one category of item should submit separate application for registration of respective item.



(Rizwan Ahmed)
AR(P&S)

Supplier Registration Form

1. Category of Item and Name :
2. Firm's Name :
3. Owner's Name :
4. Full Postal Address :

Pin Code

5. E-mail :
6. Website :
7. Contact Person's Name :
8. Contact Nos. : Phone No. Fax No.
9. Mobile No.
10. Sales Tax Registration No. : ST No. CST No.
- (Enclose photo copy) TIN
11. PAN No. :
- (Enclose photo copy)
12. S&E Registration No. :
- (Enclose photo copy)
13. Excise Registration No. :
- (Enclose photo copy)
14. Current Bank Account No. :
- With Branch Detail

***Statement of last twelve months should be enclosed**

15. Manufacturer or Supplier :
- (In case of supplier, provide authorization of your Principal)

16. List of the renowned organizations with whom you have been dealing. :

17. Item (s) / Services you want to supply (Major category):

18. Attach copy of at least last three years Income Tax Return.

19. Attach certificate / statement of annual turnover.

Signature with Seal

Note : Supplier must print CST / PAN / TIN No. on their letter head / Bill / Quotation.

Note : Attach separate sheet where necessary.

Statutory certification required for respective items:-

Sl. No	Category of items	Item	Statutory certificates
1.	A	Furniture	ISO 9001 ISO 14001 OHSAS 18001 Authorisation certificate from principal manufacturer whose items may be supplied.
2.	B	Computer and Peripherals	Authorisation certificate(B1 to B11 mentioned in Annexure III) from principal manufacturer whose items may be supplied.
3.	C	Scientific and Audio / Visual Equipments	Authorisation certificate from principal manufacturer whose items may be supplied.

For Computer and Peripherals - Category B

B1	Pen drives RAM SSD		
B2	External Hard Drives Internal Hard Drives		
B3	Cabinet CPU Fans Power Supply Laptop adapter		
B4	Processors Mother board Graphic card		
B5	Printer Scanner		
B6	Projector Projector Mount		
B7	TFT / LED Monitors		
B8	Wireless / USB Modem / Routers Switches RJ45 Connectors (/w covers) CAT6 Cables Patch Panels Switch Racks Media converters Wireless CPEs Crimp / Punching tools		
B 9	Computer Laptop Tablets		
B10	Keyboard Mouse		
B11	UPS		
(B12) Authorization or distributor certificate not required	Power Cable SATA Cables USB Cables Monitor / Projector Cable Splitter / Repeater Presenter Port adaptors LAN Card Kensington Locks KVM Mouse Pad Other computer peripherals		