



# INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय

AMARKANTAK (M.P.), अमरकंटक (म.प्र.)

(A National University established by an Act of Parliament)

(संसद के अधिनियम के आधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Ref.No. IGNTU/2015/693

Date:19/09/2015

## SUBJECT : REGISTRATION OF VENDORS / SUPPLIERS

### NOTICE

IGNTU, Amarkantak, a Central University established by an Act of Parliament situated at Lalpur, Amarkantak, Dist-Anuppur, Madhya Pradesh -484887 . The University is inviting offers from the interested firms/companies, which 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 filled, submitted and documents containing terms and conditions can be downloaded from the University web-site <http://www.igntu.nic.in> Hard copy of the Registration Form along with non-refundable fee must reach the office of Registrar IGNTU, Lalpur, Amarkantak, Dist - Anuppur, Madhya Pradesh-484887 by registered post/speed post only. Separate form and fee must be submitted for each category of item.

The last date for submission of application is 12<sup>th</sup> October, 2015.

Application (s) received after last date of submission will not be considered in any circumstances.

### **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, subject to specific conditions or restrictions stipulated in this document. Categories of items for registration are mentioned at point no.4 of the document.

### **2. Benefits of Registration**

The firms registered with IGNTU, Amarkantak 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 tender enquiries, copies of tender notices may be sent to registered firms through email/ by post giving them advance information to enable them to purchase the Tender sets.

### **3. Empanelment / Registration Procedure**

- 3.1. The applicant should 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 it 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 favor of “IGNTU, AMARKANTAK”, payable at New Delhi.

**The cost of application forms and processing fees to be remitted along with the forms, shall be as Rs.5,000/-(Rupees Five Thousand only) which is non-refundable and valid upto one year from the date of registration.**

Service providers / suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to Lalpur, Amarkantak, Dist - Anuppur, Madhya Pradesh -484887

- 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 FOR THE CATEGORY SERIAL NUMBER.....**”.
- 3.8. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.
- 3.9. The following self-certified essential documents (as applicable) should accompany the Registration Form:
- 3.9.1. CST / VAT / TIN No.
- 3.9.2. Trade License, Factory License.
- 3.9.3. Income tax Permanent Account No.
- 3.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- 3.9.5. Registration Certificates with DGS&D/NCCF.
- 3.9.6. Current dealership agreement from Principal along with SSI/NSIC certificate.
- 3.9.7. Annual Turnover CA certified Certificate for last 3 years.
- 3.9.8. Bank Details.
- 3.9.9. Relevant ISO certificate.
- 3.9.10. 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.
- 3.10. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the IGNTU, AMARKANTAK.

- 3.11. The firm will be considered for registration / Empanelment for an initial period of one year and will be considered for renewal for another two years or so at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the University.
- 3.12. 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.
- 3.13. **Service Centers:** Service Centre (s) in MP/ Chhattisgarh for more than 3 years may be mentioned. 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.

#### 4. **CATEGORY WISE T OF ITEMS / WORK**

<b>S.N</b>	<b>Category</b>	<b>Particular Name of Items</b>
<b>1</b>	<b>Toner</b>	Canon and Ricoh Colour/B&W Toner for Photocopy Machine etc.
<b>2</b>	<b>Printer Cartridges</b>	HP, Canon Laserjet/Multifunction and Colour etc.
<b>3</b>	<b>Office Stationeries &amp; Others</b>	All types of office stationeries like- A4/A3 Paper, Notesheets (Legal Size), Envelopes (all sizes), Pen , Pencils, Register, Peon Book, Log Book, Dispatch Register (Inward/Outward), Letter Pad, Seal/Stamp, Drawing Sheets, Calculators, Coloured papers, Cedar Paper, Transparency sheets, White Board/Green Board, Marker, Notice Board, File, Box File, Tag, Punch, Poker, Niddle, Chapda, White Cloth etc.
<b>4</b>	<b>Sanitation Items</b>	Phenyl, Acid, Nephthalin Boll, Broom, Wiper, Mopping Wiper, Bleaching Powder, Gloves etc.
<b>5</b>	<b>Electronic Items</b>	LED/LCD/Plasma TV, Iron Automatic/Steam, Refrigerators, Split/Window A.C, Water Cooler, RO, Vacuum Cleaner, Digital Camera, Voice Recorder, Sound and Mike System. etc.
<b>6</b>	<b>Printing Materials</b>	Annual Report, News Letter, Admission Prospectus, Journals, Note-Sheet, Letter Pad, I-Card, Visiting Card, Banner, Pamphlets etc.
<b>7</b>	<b>Audio Visual Equipment</b>	LCD/LED Projector, DLP Projector, 3-D Projector, Mobile/Pocket, Projector, Screen etc.
<b>8</b>	<b>Computer Peripherals &amp; Others</b>	UPS, Printer, Photocopier Machine, Scanner, Software, Antivirus, Accessories, Firewall, Modem, Dongel, Fax Machine, EPABX , Digital Podium etc.

<b>9</b>	<b>Electrical Installations and Accessories</b>	Fan (Ceiling/Table/Wall), Water Heater, Inverters, Geysers, Lamps, Voltage meter , Stabilizer, Distribution Board, Switches, Fan Regulators, Extension Cord, Wire, Wiring Tapes, PVC Pipes, Tube-lights, LED/CFL bulbs and all other electrical items etc.
<b>10</b>	<b>Office Furniture's</b>	Office and Home Furnishing items should be Godrej or Equivalent only. Plastic Chairs (Indoor/Outdoor), Tables (Indoor/Outdoor), 3 Seater Steel Chairs, visitor chair Study table and Chairs, Cots for Hostellers, Computer Table and Chairs, wooden/metal/imported podium etc.
<b>11</b>	<b>Laboratory Chemical and Glass wares</b>	All Types/ Make of Chemicals, Glass wares and Plastic wares etc.,
<b>12</b>	<b>Laboratory Equipments</b>	All Types of Laboratory Equipments
<b>13</b>	<b>Sports and Gym Equip.</b>	All Sports Material, Fitness Kit/ Gymnasium

IGNTU, Amarkantak reserves all the rights to modify or add any or all the categories as per the requirement from time to time.

## **5 Terms & Conditions for Vendor Registration / Empanelment as a Supplier**

### **5.1 General Clause**

- 5.1.1. 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.
- 5.1.2. IGNTU, Amarkantak reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of IGNTU, Amarkantak 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 IGNTU, Amarkantak
- 5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IGNTU, Amarkantak and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. 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.
- 5.1.5. This document is treated as a valid contract between IGNTU, Amarkantak and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by IGNTU, Amarkantak from time to time during the registration period.

- 5.1.6. In case of empanelled vendor is found in breach of any terms & condition(s) of IGNTU, Amarkantak 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 IGNTU, Amarkantak, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with IGNTU, Amarkantak.
- 5.1.7 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.
- 5.1.8 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 IGNTU, Amarkantak, empanelled vendors are required to quote the Registration No.
- 5.1.9 The IGNTU, Amarkantak has all the rights reserved to add / delete / alter any of the items and to amend / 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.

## 5.2 **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 IGNTU, Amarkantak, the vendor must voluntarily pass on the price difference to IGNTU, Amarkantak with immediate effect.

## 5.3 **Indemnity**

The selected vendor shall indemnify the IGNTU, Amarkantak 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. IGNTU, Amarkantak/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.

## 5.4 **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 IGNTU, Amarkantak. ii) If the vendor fails to perform any other obligation(s) under the empanelment
- 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 IGNTU, Amarkantak (or takes longer period in spite of what IGNTU, Amarkantak may authorize in writing), IGNTU, Amarkantak may terminate the empanelment/

Purchase Order in whole or in part.

- 5.5 All disputes in this connection shall be settled in Anuppur, Madhya Pradesh jurisdiction only.



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**AMARKANTAK (M.P.), अमरकंटक (म.प्र.)**  
**(A National University established by an Act of Parliament)**  
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Ref. No. : IGNTU/P5/2015/....

Date ....09.2015

**REGISTRATION FORM OF VENDORS / SUPPLIERS**

**Last date of Submission 12<sup>th</sup> October 2015**

**Section 1: Organization Details and General Information:**

1. Name of Company/ Organization/ .....  
Dealership Firm :

2. Street Address : .....

3. P.O. Box and Mailing Address : .....

Postal Code : ..... City : .....

Country : .....

4. Tel. : ..... 5. Fax : .....

6. Email : ..... 7. Address : .....

8. Type of Business (Tick only)

Corporate/Limited : Partnership : Other (Specify) :

9. Nature of Business :

Manufacturer : Authorised Dealer : Trader :

Consulting Company : Other (Specify) :

If you mark "Authorized Agent", please provide proof or certificate(s) from your manufacturer(s) that you are authorized to offer their products. Valid Dealership Certificate must be enclosed. (without this certificate the tender will not be considered)

10. Year of Establishment .....

11. Other Information

( a) License No./ Regn. Details/Country .....  
where registered (Attach proof)

(b) PAN No. ( attach photocopy of PAN Card)

(b) CST No. (attach proof of regn. no)

VAT No.(attach proof of regn.no.)

**Section 2: Financial Information (Please attach a certified copy of recent balance sheet)**

12. Annual Value of Total Sales for the last 3 years :

Year ..... : Rs. .... Year ..... : Rs. ....  
Year ..... : Rs. ....

13. Annual Value of Export Sales for the last 3 years :

Year ..... : Rs. .... Year ..... : Rs. ....  
Year ..... : Rs. ....

14. Bank Name

.....

Address

.....

.....

.....

IFSC Code

.....

15. Bank Account Number

.....

16. Please attach a listing of reference sources for equipment supplied by your firm within the last 12 months. (*Please also indicate fax numbers and contact person for your reference sources.*)

**SECTION-3 : Technical Capability and other relevant Information:**

17. (A) Vendor must be a registered corporate entity in India. In case of companies incorporated outside India, they should mention an authorized service entity who would provide post purchase services on behalf of its principal. Vendor should be a registered or Authorized dealer on behalf of such manufacturer having at least 5 years experience in similar business. (Please attach copy of the same). Dealer has to enclose authorized Dealer ship certificate of the manufacturing company.

Vendor should be an ISO 9001 and ISO 14001 company (Please enclose copy of relevant certifications).

Audited Balance sheet and Profit and Loss account (amount in Rupees) for last three years should be submitted.

(B) **SPECIFICATIONS** are basic essence of the product. It must be ensured that the offers are strictly as per our specifications. At the same time it must also be kept in mind that merely copying our specifications in their quotation shall not make firms eligible for consideration.

A quotation whenever required has to be supported with the printed technical leaflet/literature (wherever applicable and available like in case of scientific items, and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/literature model quoted/tendered specifications should invariably be highlighted in the leaflet/literature for easy reference.

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**Commercial Information Registration (Enclose Attested Copy wherever Applicable)**

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- a) CST / VAT Reg. No. \_\_\_\_\_
- b) State ST Reg. No \_\_\_\_\_
- c) TIN No. \_\_\_\_\_
- d) Excise Registration No. \_\_\_\_\_
- e) Trade / 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 \_\_\_\_\_
- j) Relevant ISO Certificate, if any \_\_\_\_\_

**10. Details of Major Customers**

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your firm is registered:

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**Section 4: Experience**

21 Recent supplies with the Government Organization :

Organisation	Value	Year	Equipments/Items Supplied	Destination
_____	Rs. _____	_____	_____	_____



\_\_\_\_\_ Rs. \_\_\_\_\_

\_\_\_\_\_ Rs. \_\_\_\_\_

\_\_\_\_\_ Rs. \_\_\_\_\_

\_\_\_\_\_ Rs. \_\_\_\_\_

**Section 5: Other**

- 22 Please list any current legal disputes in which your company may be involved.
- 23 List any national or International Trade or Professional Organizations of which your Company is a Member.
- 24 Certification:

I, the undersigned, warrant that the information provided in this form is correct, and in the event of any changes in any information given the details will be provided as soon as possible.

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

Authorized Signatory with Seal

**25 List of attachments**

- 1.
- 2.

**11. Details of Registration fee (Rs.5,000/-)**

D.D. No. : \_\_\_\_\_ Date: \_\_\_\_\_

Bank: \_\_\_\_\_

**DECLARATION BY VENDOR/SUPPLIERS**

I confirm that

1) 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: .....