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NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA

NITD/ P&S/EmpanelmentVendors/02/2016-17

Date: 25/01/2017

EMPANELMENT OF VENDORS

Sale of Application Forms: 30 / 01/2017 onwards during workings hours only (See pt. 3.4 for further details).

Last date of Sale of Application Forms: 12.00 hrs on 24 / 02/2017

Last date of submission of Application Forms: 03.00 p.m. on 24 / 02/2017 at P&S Section during working hours.

Offer for the registration / empanelment of Vendors, are invited from the interested firms/companies who are in the business of manufacturing, stocking or marketing of goods and services of specified categories as mentioned in the registration documents.

Completed application form must be submitted to Deputy Registrar (Purchase & Stores), NIT Durgapur, Mahatma Gandhi Avenue, Durgapur (WB)-713209.

Instruction to Vendor for Registration / Empanelment of Vendors

The National Institute of Technology, Durgapur (NIT Durgapur) intends to register/empanel the firms/companies who are in the business of manufacturing, stocking and/or marketing of **goods of specified categories/providing services**. 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 & 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 if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

2. For firms registered with NIT Durgapur:-

- Tender enquiries against demands which are not advertised, may be sent to the registered firms (via Post/Email).
- In case of advertised/Limited tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the Tender sets/the same may be downloaded from the Institute website and cost of tender document is to be paid.
- Rate Contracts and Running Contracts may be awarded to the lowest bidder among firms, provided that there are more than 03 (three) firms available for the said area work.

3. Empanelment / Registration Procedure.

Procedure for empanelment of vendors with National Institute of Technology, Durgapur:-

- The applicant should clearly read all the pages of the document.
- Correct / relevant information / data have to be furnished by the vendors.

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3.3. The applicant should make sure before applying for a particular type of Category, that the vendor/firm 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 of ₹500/- (Five Hundred) (non-refundable). The amount is to be paid to Cash Section of the Institute. The original Money Receipt is to be brought to Purchase & Stores Section for collecting a copy of the Application Form for Vendor Registration. A copy of the Money receipt obtained from Cash Section of the Institute is to be provided with the completed form to Dy. Registrar (P&S), NIT Durgapur. On scrutiny of the completed forms and all other documents, successful vendors need to deposit ₹5000/- (Five Thousand) for each individual category of items for registration / empanelment. For instance a vendor applying to register under two categories say stationery and printing needs to provide separate demand drafts of ₹5000/- each. The amount shall be paid by a demand draft drawn in favour of "Director, NIT Durgapur", payable at Durgapur (W.B.)*

3.5. Service providers / suppliers shall have to fill and submit the registration form along with required documents and copy of the Money receipt obtained from Cash Section to "**Deputy Registrar (Purchase & Stores), National Institute of Technology, Durgapur, Mahatma Gandhi Avenue, Durgapur-713209**". Applications for registration for more than one category are to be provided in separate sealed envelopes.

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 and documents should be clearly super scribed on the top of the envelope as "**APPLICATION FOR VENDOR REGISTRATION /EMPANELMENT**"

3.8. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment at NIT Durgapur, on the basis of registration certificate of such agencies along with other certified documents.

3.9. The following essential documents (whichever is applicable) should accompany with the registration form:

1. CST / VAT / TIN No. (GST no., whenever applicable)
2. Valid Trade License; Factory License etc.. (i. e. **For purchase of medicines valid drug license is required**). For security services or any other services where service specific license is required, same is to be produced.
3. Income tax Permanent Account No. (In **the name of firm if not a proprietorship firm.**)
4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed,
5. Registration Certificate issued by the Registrar of Firms etc.
6. Registration Certificates with DGS&D/NCCF. (**In alternative, any proof thereof can be admissible**)
7. Current dealership agreement from Principal supplier/manufacturer along with SSI/NSIC certificate if any.
8. **Audited Balance Sheet & Profit & loss account for last three years.**
9. **Annual turnover certificate for last three years duly certified by a CA firm.**
10. ISO certification if any.
11. A notarized certificate that the vendor hasn't been black listed by any institution of the

Central/ State government / any PSU, University, Institute, autonomous bodies etc. in the past three years should be submitted.

12. Service tax registration certificate

13. Institute may ask the registered vendor/contractor to submit any other certificate from time to time as it may deem fit.

3.10. On receipt of the application form along with the requisite documents as mentioned above the supplier shall be registered with the NIT DURGAPUR after scrutiny, if found suitable.

3.11. The firm will be considered for registration/ Empanelment for an initial period of one year and their registration will be considered for renewal as per NIT DURGAPUR procedure, for up to two years at a time subject to satisfactory performance of the firm during initial registration period.

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 Centres:** Vendors having Service Centre in Durgapur/ in major cities, operational for more than 03 years, may be given preference. For authorized distributor / OEM centres 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 (Earnest Money Deposit) / SD (Security Deposit) will be forfeited by the Institute.

Terms & Conditions for Vendor Registration / Empanelment as a Supplier

4.1 General Clause

4.1.1. 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 the vendor is registered/empanelled. However, this will not give any claim to the party for award of work / purchase order.

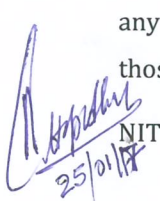
4.1.2. NIT Durgapur reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIT Durgapur in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of NIT Durgapur.

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

4.1.4. 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.

4.1.5. In case of empanelled vendor is found in breach of any terms & condition(s) of NIT Durgapur 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 NIT Durgapur, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with NIT Durgapur.

4.1.6. The vendor should not assign or sublet the empanelment or any part of it to any other vendor in any form. Resorting to/indulgence in such activities shall result in termination of empanelment. All those firms which are registered and confirmed shall be entertained for various queries.


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4.1.7. 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 NIT Durgapur, empanelled vendors are required to quote the Registration No.

4.1.8. The NIT Durgapur has all the rights reserved to add / delete / alter any of the items and to mend / 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.

4.1.9 Throughout the period of vendor registration validity, the vendor shall voluntarily update NIT Durgapur with any time sensitive data supplied at the time of registration without any obligation on part of NIT Durgapur to seek such information for continuance of registration.

4.2 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 NIT Durgapur, the vendor must voluntarily pass on the price difference to NIT Durgapur with immediate effect.

4.3 Indemnity

The selected vendor shall indemnify the NIT Durgapur 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. NIT Durgapur/ User department 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.

4.4 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/work order or any extension thereof granted by NIT Durgapur. ii) If the vendor fails to perform any other obligation(s) under the empanelment. iii) If vendor does not respond the limited tender enquiry/or quotation for NIT Durgapur

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 NIT Durgapur (or takes longer period in spite of what NIT Durgapur may authorize in writing), NIT Durgapur may terminate the empanelment/ Purchase Order in whole or in part.

4.5 All disputes in this connection shall be settled in Durgapur jurisdiction only.

4.6 Vendors who had applied for registration against the last notice for vendor registration (notice no. NITD/ P&S/EmpanelmentVendors/01/2016-17, dated 11/07/2016) need not apply again unless they wish to apply for another category of item for which they had not applied earlier. Also, vendors who have already applied may submit an additional or updated document if they so desire.


Dy. Registrar (Purchase & Stores)

NIT DURGAPUR