



# राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर

NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

MAHATMA GANDHI AVENUE, DURGAPUR-713209

(West Bengal), INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

An Autonomous Institution of the Govt. of India under MHRD

Ref: NITD/EST/Vendors/01/18

Date: 15.02.18

**NOTICE INVITING APPLICATION**  
**FOR**  
**EMPANELMENT OF MANUFACTURERS/SUPPLIERS/CONTRACTORS/SERVICE**  
**PROVIDER**

Offers for the empanelment of manufacturer/supplier/contractor/service provider are invited from the interested firms/companies, who are in business of manufacturing or stocking of goods and services of specified categories as mentioned in the registration document.

Document containing the terms and conditions can be downloaded from the institute website: [www.nitdgp.ac.in](http://www.nitdgp.ac.in). Registration form can be filled and to be submitted at Estate office of NIT Durgapur, M. G. Avenue, Durgapur-713209. The documents will be opened on last working day of every month, throughout the year.

Hard copy of registration form along with non-refundable fee must reach the Estate Office within the due date.

  
**Registrar, NIT Durgapur**

### **Registration / Empanelment of vendors**

NIT Durgapur for its various project, intends to register/empanel the firms/companies who are in the business of manufacturing, stocking and/or marketing of goods of specified categories.

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, who 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 documents.

#### **2. The firms registered with NIT Durgapur will enjoy the following benefits:**

- 2.1 Tender enquiries against demands which are not advertised, are sent to the registered firms.
- 2.2 In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the tender sets.
- 2.3 Rate contracts and Running contracts are generally awarded to registered firms.

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

Procedure for empanelment of vendors with NIT Durgapur

- 3.1 The applicant should clearly read all 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 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 as stated below, for registration/empanelment. The amount shall be paid by a demand draft drawn in favor of "NIT Durgapur", payable at Durgapur (WB).

Contd.....P/2



(2)

- 3.5** The cost of application forms and processing fees to be remitted along with the forms shall be as Rs.1000/-.
- 3.6** Service providers/suppliers shall have to fill and submit the registration form in Annex-1 and shall also submit the hard copy of form along with required documents and fees to "Registrar, National Institute of Technology Durgapur, M. G. Avenue, Durgapur-713209".
- 3.7** Applications incomplete in any respect, viz non-submission of any required document or information or fee in requisite amount are liable for rejection.
- 3.8** The sealed envelope containing the registration form, documents & fee. It should be clearly super scribed on the top of the envelope as "APPLICATION FOR VENDOR REGISTRATION/EMPANELMENT".
- 3.9** 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.
- 3.10** The following essential documents (whichever is applicable) should accompany with the registration form:
- a. GST no.
  - b. Income Tax, Permanent Account Number
  - c. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
  - d. Registration Certificate with DGS&D/NCCF.
  - e. Current dealership agreement from Principal along with SSI/NSIC certificate.
  - f. Annual Turnover Certificates for last 3 years.
  - g. Bank Details.
  - h. Relevant ISO certificate.
  - i. Aadhaar Card
  - j. Trade License in relevant field
  - k. A notarized certificate that the vendor has not been black listed by any institution of the Central/State government/any PSU, University, Institute etc. in the past three years should be submitted.
  - l. On receipt of registration form along with the requisite documents as mentioned above, the supplier shall be registered with the NIT Durgapur after scrutiny.
- 3.11** The firm will be considered for registration/empanelment for an initial period of

Contd.....P/3





one year and their registration will be considered for renewal as per NIT Durgapur procedure, for two years or so, at a time subject to satisfactory performance of the firm during initial registration period.

**3.12** The firm will be considered for registration for following monetary limits:

- a. A class:- Those firms capable of executing supply order or work order valuing Rs.50 lakhs to One crore. (requisite documents/proof shall be attached)
- b. B class:- Those firms capable of executing supply order or work order valuing Rs.25 lakhs to Rs.50 lakhs. (requisite documents/proof shall be attached)
- c. C class:- Those firms capable of executing supply order or work order valuing Rs.10 lakhs to Rs.25 lakhs. (requisite documents/proof shall be attached)
- d. D class:- Those firms capable of executing supply order or work order valuing Rs.1 lakh to Rs.10 lakhs. (requisite documents/proof shall be attached)
- e. E class:- Those firms capable of executing supply order or work order valuing upto Rs.1 lakh. (requisite documents/proof shall be attached)

**3.13** After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:

- a. Registration Number
- b. Vendor Trade Group/ Category No. along with description.

**3.14** All the manufacturer, suppliers, service providers who are engaged with the government firms like NIT's, IIT's, ISRO, IIIT, MES, CAT, IIM, BHU, state and central government departments, PSU's etc. will be given preference, on submission of the relevant documents.

**3.15** Service Centers: service Centre in Durgapur as well as in major cities, operational for more than 3 years, may be given. 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.

**3.16** Tender will remain open for full one year and tender document of Manufacturer/ Supplier/ Contractors/ Service provider will be opened on last working day of every month.

Contd.....P/4

(4)

4. **Please mention subcategory name for which registration is sought and enclose proof of having executed similar service in other company(s):**

Category Name	Subcategory Name
AMC	
Fabrication work	
Transportation	
Equipment Hiring	
Repair and Maintenance	
Miscellaneous	
Insurance coverage	

Contd.....P/5



Cables and connected Items	
Battery, Alternator, UPS, Computer peripheral	
Communication and Office equipment	
Computer, Consumables, Spares etc.	
Computer Software	
Print and coatings	
Drawing and stationary items	
Safety/ Fire/ Environment items	
Any other	



**5. Terms and Conditions for Vendor Registration / Empanelment as a Supplier:**

**5.1. General Clause:**

- 5.1.1** 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.
- 5.1.2** 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.
- 5.1.3** 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.
- 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 NIT Durgapur and vendor and adherence to all aspects of fair trade practices in executing the purchase orders/ work orders placed by NIT Durgapur 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 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.
- 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.

Contd.....P/7





**5.1.8** Any vendor can get registered and empanelled throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.

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

**5.1.10** In all future correspondence with NIT Durgapur, empanelled vendors are required to quote their respective Registration No.

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

## **5.3 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 fulfillment of the purchase order.

## **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 NIT Durgapur. 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 30 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.

**5.5** All disputes in this connection shall be settled in Durgapur (West Bengal) jurisdiction only.

**Registrar, NIT Durgapur**

Contd.....P/8



**Application Form**

Supporting documents be annexed with the application form. (Applications found deficient in any respect are liable to be rejected without further correspondence)

1. Name of the Applicant (Individual/Firm/Company): .....
2. Registration No: .....
3. Is the Individual/Sole proprietor/any partner/Director of company: .....
4. Nationality: .....
5. Address:
  - a. Registered Office: .....
  - b. Head Office: .....
  - c. Durgapur office, if any: .....
6. Contact Details:
  - a. Telephone Number: .....
  - b. Fax Number: .....
  - c. Mobile Number: .....
  - d. Website URL (if any): .....
  - e. Email Id: .....
7. PAN Number (Individual/Firm/Company): .....
8. GST Registration No. ....
9. Aadhar No. ....
10. Is the manufacturer/supplier/contractor/service provider empanelled with any other government organization? (Yes ...../No .....)
- If yes, Please furnish the details (like Name of organization, empanelled for, period, duration etc.)
11.
  - a. Dismissed Government Servant (Yes ...../No .....)
  - b. Removed from approved list of vendor/manufacturer (Yes...../No.....)
  - c. Demoted to a lower class of vendor/manufacturer (Yes...../No.....)
  - d. Having business banned/suspended by any government in the past (Yes...../No.....)
  - e. Convicted by Court of Law (Yes...../No.....)

Contd.....P/9

- f. Retired Engineer/official from Engineering Department of Government of India within last one year (Yes...../No.....)
- g. Director or Partner of any other company/firm enlisted with CPWD or any other department (Yes...../No.....)
- h. Member of Parliament or any State Legislative Assembly (Yes...../No.....)  
(If yes, Please furnish details in a separate sheet)
- 10.
- a. Name of the person holding power of attorney (if any) .....
- b. Nationality .....
11. Name of the Banker with full address .....
12. Place of Manufacturing and Year of Establishment .....
13. Full details and location of workshop/service station including details of Machines and Equipment installed along with proof of sufficient stock .....
14. Enlistment Processing Fee Enclosed Details:-
- Draft Number .....
- Draft Data .....
- Amount .....
- Branch .....
- Branch drawn upon .....
- In favor of .....
15. Details of some relevant works completed, in progress and secured where the items is or will be installed during the last 5 years (to be filled in the separate page):-
16. Number of documents attached: .....
17. Was the Applicant's material, ever suspended from supply of manufacturing default or any other reason(s):-
18. Has the Applicant's material ever been convicted by a court of law (Yes/No):-  
(If so, give details)
19. One soft copy of the document in CD is attached (Yes...../No.....)

Contd.....P/9

(9)

20. Any other information considered necessary but not included above:-

21. Details of the all electrical items, which are proposed to be enlisted, are given as per  
Annexure 1 (Yes...../No.....)

(Seal and Signature of the Applicant)

Contd.....P/10





## ANNEXURE 1

Name of manufacturer/supplier/contractor/service provider: .....  
Supporting papers be annexed with this document.

[illegible]