

No. NITW/CS/VR/2016-17/

NIT Warangal,
Dt. 25.05.2016.

Empanelment of Vendors

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. Registration form can be downloaded from the institute website i.e. www.nitw.ac.in. Application form & fee for Rs. 1,500/- towards registration must be submitted to Director NIT, Warangal-506004.



INSTRUCTION TO VENDOR FOR REGISTRATION / EMPANELMENT OF VENDORS:

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. The firms registered with NIT Warangal 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/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.
- c) Rate Contracts and Running Contracts are generally awarded to registered firms.

3. Empanelment / Registration Procedure.

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

- 3.1. The applicant should clearly read all the pages of the document.
- 3.2. Correct / relevant information / data need 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. कर्मणैव हि संसिद्धिः
- 3.4. Service providers / suppliers seeking application form shall have to pay the requisite fee for Rs. 1,500/- (non-refundable) towards for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of “Director, National Institute of Technology, Warangal”, payable at Warangal. The application form shall reach on or before 30-06-2016.
- 3.5. Service providers / suppliers shall have to fill and submit the registration form along with required documents and DD has to be sent in a sealed envelope super scribing as “APPLICATION FOR VENDOR REGISTRATION /EMPANELMENT” clearly on the envelope addressed to
**THE DIRECTOR (Central stores),
National Institute of Technology,
Warangal-506004, Telangana, India.**
- 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 following essential documents (whichever is applicable) should accompany with the registration form:
- CST / VAT / TIN No.
 - Trade License; Factory License. (i.e. For purchase of medicines drug license is required)
 - Income tax Permanent Account No. (In the name of firm if not a proprietorship firm.)
 - Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - Registration Certificates with DGS&D. (In alternative, any proof thereof can be admissible)
 - Current dealership agreement from Principal along with if any.
 - Audited balance sheet or Profit & loss account for last three years.
 - Annual turnover certificate for last three years duly certified by a CA firm.
 - ISO certification if any.
 - 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 should be submitted.
 - For electrical work & civil work the relevant certificate is required and Labor License required for Civil Contractor and Electrical & Labor License both are required for Electrical Contractor. Service tax registration certificate
 - Institute may ask the registered vendor/contractor to submit any other certificate from time to time as it may deem fit.
- 3.8. On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the NIT Warangal after Scrutiny.
- 3.9. 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 Warangal procedure, for two years or so, at a time subject to satisfactory performance of the firm during initial registration period.
- 3.10. After getting all the required information, documents & fee (DD) 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.
- 3.11. Service Centers: Service Centre in Warangal/ 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.

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 vendor is registered/empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 4.1.2. NIT Warangal reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIT Warangal 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 Warangal.
- 4.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIT Warangal 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. This document is treated as a valid contract between NIT Warangal and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by NIT Warangal from time to time during the registration period.
- 4.1.6. In case of empanelled vendor is found in breach of any terms & condition(s) of NIT Warangal 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 Warangal, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with NIT Warangal.
- 4.1.7. 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.
- 4.1.8. 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 NIT Warangal, empanelled vendors are required to quote along with the Registration No. which is issued at the time of registration.
- 4.1.9. The NIT Warangal 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.

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

4.3. Indemnity

The selected vendor shall indemnify the NIT Warangal 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 Warangal/ 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.

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 or any extension thereof granted by NIT Warangal. 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 Warangal.
- 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 Warangal (or takes longer period in spite of what NIT Warangal may authorize in writing), NIT Warangal may terminate the empanelment/ Purchase Order in whole or in part.

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

Sd/-
DIRECTOR
NIT WARANGAL

APPLICATION FORM FOR VENDOR REGISTRATION

1.	Name of the Company/ Firm	:	
2.	a) Head Office/Registered Office	:	
	Telephone No.	:	
	Fax No.	:	
	Email	:	
	Web site (if any)	:	
	Date of Establishment	:	
	b) Branch Office in if any	:	
	Telephone No.	:	
	Fax No.	:	
	Email	:	
3	Name of Chief Executive /Proprietor/Partners	:	
	Telephone No.	:	
	Fax No.	:	
	Email	:	
4	Name of Contact Person	:	
	Telephone No.	:	
	Fax No.	:	
	Email	:	
	Cell No.	:	

5.

Type of Organization (Tick appropriate)	Documents to be enclosed
a) Proprietary	Trade License
b) Partnership	Partnership Deed, Trade License
c) Private Limited Company	Memorandum of Article
d) Public Limited Company	Certified of Registration
e) Public Sector	Trade License

6. Name of Business (Tick appropriate)

Manufacturing	Service	Dealership
Service Provider	Stockiest, Indian Agent	Indian Branch Office
Contractor	Others	

7. Details of category for which Registration is sought (as per point no. 4 in Instruction to Vendor for Registration / Empanelment of Vendors)

S. No.	Category	Code	Tick appropriate
1	Electronic items	001	
2	Audio Visual Equipment	002	
3	Computer Peripherals	003	
4	Boards	004	
5	Electrical Installations and Accessories	005	
6	Office Automation	006	
7	Sports Material	007	
8	Lab. Equipment	008	
9	Consumable	009	
10	Furniture Item	010	
11	Air Cooler / Air Conditioner	011	
12	Stationery & Printing	012	
13	Medicines & Drugs	013	
14	Catering, Tent Services etc.	014	
15	Travel / Transport Services	015	
16	Building Material Supplier and Petty Contractor	016	
17	Service Providers (Housekeeping, security etc.)	017	
18	UPS, Stabilizer etc.	018	
19	Other , please specify	019	

Note: Vendors are requested to enclosed detail list of goods, services etc. as annexure.

8. Audited Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Chartered Accountant's certification)

a) 2012-13		
b) 2013-14		
c) 2014-15		

9. Audited Profit & loss account of last three years (Enclose Chartered Accountant's certification)

a) 2012-13			
b) 2013-14			
c) 2014-15			

10. Commercial Information Registration (Enclose Attested Copy wherever Applicable)

- a) CST / VAT Reg. No. -----
- b) State ST Reg. No. -----
- c) TIN No. -----
- d) Excise Reg. No. -----
- e) Establishment / Factory License No. -----
- f) Service Tax Reg. No. -----
- g) PAN -----
- h) Registration Certificate with DGS&D
- i) Current dealership agreement, if any
- j) Relevant ISO Certificate, if any
- k) Others, if any

11. Details of Major Customers

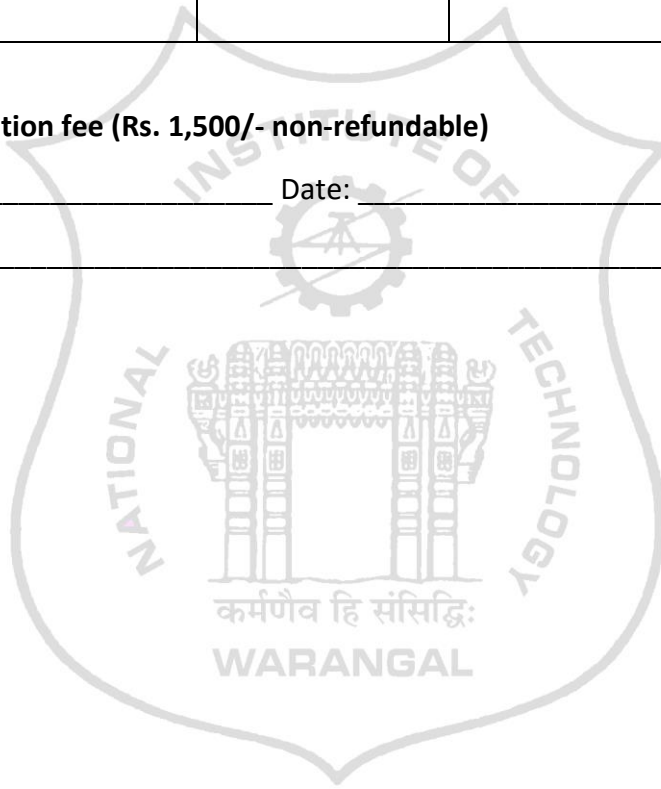
Name of Autonomous Institution/ Government departments/ Major Public sector undertaking / Research and Development Institutions where your firm is registered:

S.No.	Name of the Institution/ Organization	Empanelled For	Contact Name	Contact Number

12. Details of Registration fee (Rs. 1,500/- non-refundable)

D.D. No. : _____ Date: _____

Bank: _____



DECLARATION BY VENDOR

I confirm that

- 1) No employee or direct relation of any employee of NIT Warangal is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- 2) The information furnished is correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief Executive)

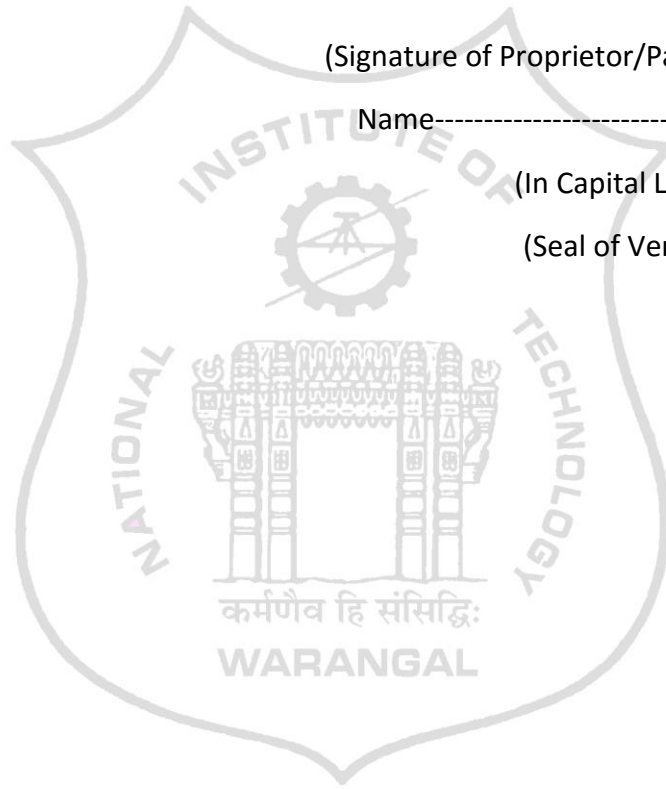
Name-----

(In Capital Letter)

(Seal of Vendor)

Place:

Date:



Check List

Sl. No.	Particulars	Enclose the copy of the following & tick as per applicability
1	CST/VAT Registration	
2	State Sales Tax Registration	
3	TIN (Tax Identification No. Certificate)	
4	Excise Registration	
5	Proof of registration of the firm/Establishment/Factory License.	
6	Service Tax Certificate	
7	PAN card in Firm's Name	
8	DGS&D Certificate	
9	Authorisation certificate of dealership (agreement with principal)	
10	Relevant ISO Certificate, if any	
11	Proof of Registration with any Central Govt . Organisation	
12	Purchase orders issued by any Central Govt Organisation	
13	Any Other Certificates	

SIGNATURE OF VENDOR