

## **E-TENDER DOCUMENT**

**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**

**P. O.: NIT, JAMSHEDPUR ( JHARKHAND)- 831014**

*(An Institution of National Importance under Ministry of HRD, Govt. of India)*



## **E-TENDER NOTICE**

Tender Notice No.: **NITJSR/SPS/Vender Registration/R/CD/897 Dated: 22/06/2017**

### **REGISTRATION / EMPANELMENT OF SUPPLIER (VENDER)**

LAST DATE OF SUBMISSION OF APPLICATION: **15/07/2017 UP-TO 17.00 Hrs**

**DATE OF OPENING OF APPLICATION: 17/07/2017 AT 11.00 Hrs.**

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**KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.**

CPP Portal web site: [www.eprocure.gov.in](http://www.eprocure.gov.in)  
CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232  
Mobile: 91 + 7878007972, 91 + 7878007973

NIT Jamshedpur web site : [www.nitjsr.ac.in](http://www.nitjsr.ac.in)  
NIT Jamshedpur Help No.: (91)+0657-2373629, 2374249

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Prepared by: STORE & PROCUREMENT SECTION, NIT, JAMSHEDPUR



## E- TENDER NOTICE

**Tender Notice No. : NITJSR/SPS/Vender Registration/R/CD/897 Dated: 22/06/2017**

### REGISTRATION / EMPANELMENT OF SUPPLIER (VENDER)

On line offer for the registration /empanelment of suppliers, are invited from the interested Firms/Companies who are in the business of manufacturing, stocking, or marketing of goods of Stationary, Printing, Computer Peripherals, Electrical Consumable, Laboratory Consumable, Housekeeping& Sanitation consumable, Green campus Consumable, Civil Maintains consumable as specified categories wise in the Registration Tender Documents.

This registration /empanelment will be valid for initially one year from the date of final approval of empanelment of suppliers list and it may be further extendable up to two more years, at the sole discretion of the Institute.

The complete Tender/Application document containing prescribed form for Empanelment /registration and terms- conditions is available on CPP Portal site ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)) against Tender reference number:

**Tender Notice No. : NITJSR/SPS/Vender Registration/R/CD/897 Dated: 22/06/2017**

The tenderers can download the tender/Application set from this web site. The details of tender are also available at NIT Jamshedpur web-site <http://www.nitjsr.ac.in>. Tender/Application must be submitted through CPP Portal site ([www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app)). Only on-line bids through the eprocurement portal of NIC will be accepted. Last date of Application submission is **15/07/2017 UP-TO 17 .00 Hrs.**

Registrar  
NIT, Jamshedpur

#### Checklist:

- |   |   |           |
|---|---|-----------|
| 1. Filled in application form as ANNEXURE – I:  | : | Yes / No  |
| 2. Photocopies of necessary documents   | : | Yes / No  |
| 3. RTGS/NEFT of Rs.2000/- in favour of National Institute of Technology, Jamshedpur             | : | Yes / No  |
| 4. Contract declaration for Registration/ Emplacement form as ANNEXURE -II                      | : | Yes / No  |
| 5. Electronic Fund Transfer/RTGS Transfer Through on-line <b>NEFT/RTGS</b> as Per ANNEXURE-III. | : | Yes / No  |
| 6. Compliance Report as annexure-IV   | : | Yes / No. |

## TENDER SYNOPSIS

Sl. No	Name of Organization	National Institute of Technology Jamshedpur
1.	Tender Type (Open/Limited/EOI/Auction/Single)	Open
2.	Tender Category (Services/Goods/works)	Registration /Empanelment
3.	Type/Form of Contract (Work/Supply/ Auction/Service/Buy/Empanelment/ Sell)	Registration /Empanelment
4.	Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Registration /Empanelment of Supplier (Vendor)
5.	Is Multi Currency Allowed	No
6.	Date of Issue/Publishing	22/06/2017 (11:00Hrs)
7.	Document Download/Sale Start Date	23/06/2017 (11:30Hrs)
8.	Document Download/Sale End Date	23/06/2017 (13:00Hrs)
9.	Date for Pre-Bid Conference	N/A
10.	Venue of Pre-Bid Conference	N/A
11.	Last Date and Time for Uploading of Application	15/07/2017 (17:00Hrs)
12.	Date and Time of Opening of Application	17/07/2017 (11:00Hrs)
13.	Registration /Empanelment Fee (Non Refundable)	Rs.2,000/- (Fee to be paid through NEFT/RTGS).  NIT Jamshedpur Bank details are as under: Name of the Bank A/C : NIT Jamshedpur SBI A/C No. : 10678396019 Name of the Bank : State Bank of India, NIT Branch, Jamshedpur-831014 IFSC Code : SBIN0001882 MICR Code : 831002004 (This is mandatory that UTR Number is provided in the on-line quotation/bid. (Ref. UTR Column of the Declaration Sheet at Annexure-II)
14.	No. of Covers (1/2/3/4)	01
15.	Address for Communication	Registrar, NIT Jamshedpur-831 014
16.	Contact No.	Phone:0657-2373629, 2374249 Fax No.:0657-2373246
17.	E-mail Address	Registrar@nitjsr.ac.in
18.	Publication of List of qualified Supplier.	After evaluation of Application the list of qualified supplier will be published on web site as well as well as will be intimated to qualified bidders individually.

## E-TENDER NOTICE

### REGISTRATION / EMPANELMENT OF SUPPLIER (VENDER)

#### **IMPORTANT INFORMATION TO THE BIDDERS**

Any bidder may search the tender through the following process:

1. Go to the [www.eprocure.gov.in](http://www.eprocure.gov.in)
2. Click on eprocurement
3. Click on tender search
4. Search with "NITJSR"
5. Click on Go
6. Tenders will appear

#### **Detailed Process to search/Submission/Registration/Preparation/ the tender through the following process**

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app>. Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at "Instructions for online Bid Submission".

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'National Institute of Technology Jamshedpur'. Thereafter, Click on "GO" button to view all NIT Jamshedpur tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial) should be submitted in the e-procurement portal.

#### **Instructions for Online Bid Submission:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement (CPP) Portal (URL: <http://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <http://eprocure.gov.in/eprocure/app>

#### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.

- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their userID / password and the password of the DSC / eToken.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "on-line" to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD/Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through NEFT/RTGS (Refer to Schedule).
- 4) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

OR

In some cases Financial Bids can be submitted in PDF format as well (in lieu of BOQ).

- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data

entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

### **General Instructions to the Bidders**

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link "Information about DSC".
- 3) Tenderer are advised to follow the instructions provided in the "Instructions to the Tenderer" for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

KIND ATTENTION FOR TAKING ASSISTANCE, IF ANY.

CPP Portal web site: [www.eprocure.gov.in](http://www.eprocure.gov.in)

CPP Portal Help Desk Toll Free No.: 18002337315, 180030702232

Mobile: 91+ 7878007972, 91+7878007973

NIT Jamshedpur web site : [www.nitjsr.ac.in](http://www.nitjsr.ac.in)

NIT Jamshedpur Help No.: (91)+2373629, 2374249

## **OBJECT OF REGISTRATION/EMPANELMENT OF SUPPLIERS (VENDOR)**

- ❖ The National Institute of Technology, Jamshedpur 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 suppliers/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.
- ❖ All firms/agencies, who are in the business of manufacturing, stocking or marketing of goods are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.
- ❖ Tender enquiries against demands which are not advertised, are sent to the registered firms.
- ❖ In case of advertised tender enquiries, copies of tender notice may be sent to registered firms giving them advance information to enable them to purchase the Tender sets.

## **PROCEDURE AND REQUISITE ELIGIBILITY CRITERIA FOR REGISTRATION**

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For Registration/ Empanelment of suppliers with National Institute of Technology, Jamshedpur following procedure and requisite eligibility criteria will be applicable. :-

1. The Reputed Firms/Companies who are in the business of manufacturing, stocking, or marketing of goods of Stationary, Printing, Computer Peripherals, Electrical Consumable, Laboratory Consumable, Housekeeping & Sanitation consumable, Green campus Consumable and Civil Maintains consumable and desirous for participating for "Registration / Empanelment of Supplier ( Vendor)" for the supply of Consumable items under listed categories" can download the tender document from CPP Portal: <https://eprocure.gov.in/eprocure/app> Application has to be submitted online.
2. The bidders are advised to go through the tender documents and understand the terms and conditions specified therein before submitting the tender.
3. Registration Form and other requisite information should be filled up in prescribed form.



4. The filled up application form, relevant information and required document should clearly readable and all the pages of the document should be signed by authorized signatory.
5. Correct/relevant information /data have to be furnished by the vendors.
6. Correct/relevant information /data have to be furnished by the vendors.
7. 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 item.
8. Registration/ Application Form in prescribed Format as **ANNEXURE- I**, CONTRACT DECLARATION FORM FOR REGISTRATION/ EMPANELMENT as **Annexure-II**, MANDATE FORM FOR ELECTRONIC FUND TRANSFER/ RTGS TRANSFER (Prescribed as **Annexure-III**), Compliance Report as **ANNEXURE-IV**, requisite documents & Proof of transfer of fee should be uploaded properly for **each category of item separately**.
9. **Registration/Empanelment Fees:** One time non-refundable registration fee of Rs. 2,000/- only will be charged for Registration /Empanelment for each category of item separately.  
**Since, fee is imposed as application process fee, so, exemption is not allowed in any circumstances.**
10. Vendor seeking for Empanelment/Registration shall have to pay the requisite fee amount as stated, for Empanelment/ Registration in the institute account through NEFT/RTGS in favor of National Institute of Technology Jamshedpur, failing which their bid will be rejected. The detail of the account is as follows:
  - a) Name of the beneficiaries : National Institute of Technology Jamshedpur
  - b) Name of the bank : State Bank of India
  - c) Name of Branch : NIT Jamshedpur
  - d) IFSC code : SBIN0001882
  - e) Account Number : 10678396019
11. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.
12. **The bidder should upload the scanned copies of application form along with all the relevant certificates and documents in PDF Format online through portal <http://eprocure.gov.in/eprocure/app>**
13. The application should be signed by an authorized signatory of the vendor(S) bearing his/ her full name and status, clearly indicated below the signature along with the official seal of the firm.
14. Incomplete and conditional applications will not be considered.
15. A declaration 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 as per **ANNEXURE-II** on their printed letter head.

16. At any given point of time, if any of the documents furnished by the vendors/ suppliers is found to be false, it would be deemed to be a breach of terms of contract making the firm concerned liable for legal action besides termination of empanelment.
17. Strict discipline is expected to be maintained with respect to application for empanelment. No canvassing or repeated communication should be made with the library. Failing to maintain this discipline, the applications are liable to be black-listed by the institute.
18. The applications will be scrutinized and shortlisted for empanelment by The Institute. The shortlisted vendors will be informed by email and / or by regular post for further procedure, as required.
19. **National Institute of Technology Jamshedpur may send the enquiry to other competent suppliers who are not empanelled with NIT Jamshedpur. New supplier(s) may also be considered for registration at any time by the Institute Authority. Enlisted suppliers shall not have any objection to this.**
20. The following essential documents (whichever is applicable) should accompany with the Application/Registration form:
  - I. Filled up Application Form as Annexure-I
  - II. CST/VAT/TIN No.
  - III. Trade License; Factory License.
  - IV. Income Tax Permanent Account No.
  - V. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
  - VI. Current dealership agreement from Principal along with SSI/NSIC certificate.
  - VII. Annual Turnover Certificate for last 3 years.
  - VIII. Bank Details.
  - IX. A declaration 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 as per **ANNEXURE-II** on their printed letter head.
  - X. MANDATE FORM FOR ELECTRONIC FUND TRANSFER/ RTGS TRANSFER (Prescribed as **Annexure-III**)
  - XI. Compliance Report as **ANNEXURE-IV**
21. Other required documents & Proof of transfer of fee as mentioned in Tender Notice should be properly uploaded.
22. Firm should make sure, before applying for a particular type of Category that their firms have registered for business for that type of Category (item).

23. After evaluation of application and documents, a registration number will be issued to the successful and selected supplier with the following details:

I. Registration No.

II. Category of Goods and its code

The successful and selected supplier firms will be considered for registration for an initial period of one year and their registration will be considered for renewal as per procedure, for two years or so, at a time subject to satisfactory performance of the firm.

24. Service Centres: Service Centre in Jamshedpur 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 by the Institute.

## CATEGORY OF THE ITEM (GOODS) FOR REGISTRATION

CODE No.	CATEGORY OF CONSUMABLE GOODS	PARTICULAR / NAME OF ITEM (Description of Goods)
NITJSR/SPS/VR/STAT/2017/01	Stationery	Office Stationery, , Classroom Stationery , Paper, Xerox Paper, Card board, Sign Board, Notice Board, Black Board, Green Board, White Board, Marker Board and Goode made from these materials and related product etc.
NITJSR/SPS/VR/PRINT/2017/02	Printing	General Printing, Offset printing, Screen Printing, Digital printing, Printing of Annual Report, Information Brochure, News Letter, Answer Books, Leaflets, Visiting Cards, I-Cards, Invitation Cards, Letter Heads, Degree, Certificates, Coupons, Forms, Posters, Ledgers, Registers etc.
NITJSR/SPS/VR/COMP/2017/03	Computer Peripherals	General Printer , Cartridge, Antivirus, Pen drive, Mother Board, Key Board, Hard Disk, Mouse , Laser/ Dot Matrix / Inkjet/ Line Printers, UPS, Scanner, Peripherals, Accessories etc.
NITJSR/SPS/VR/ELEC/2017/04	Electrical Consumable	CFL , Tub light, Halogen light, LED Lights, MCB, Capacitor, Wires, Holder, Distribution Board , Plug, Switch, Ele. Wire, Ele. Cable, Electric Fittings, Ele. Accessories etc.
NITJSR/SPS/VR/LABC/2017/05	Laboratory Consumable	Chemicals, Glassware, Plastic ware etc.
NITJSR/SPS/VR/HKSC/2017/06	Housekeeping & Sanitation consumable	All consumable items related to Housekeeping & Sanitation
NITJSR/SPS/VR/GRCC/2017/07	Green campus Consumable	All consumable items related to Green campus
NITJSR/SPS/VR/CMAC/2017/08	Civil Maintains consumable	All consumable items related to Civil Maintains

## **TERMS & CONDITION FOR REGISTRATION / EMPANELMENT**

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.
2. National Institute of Technology Jamshedpur reserves the rights to accept, consider or reject 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, Jamshedpur.
3. National Institute of Technology Jamshedpur may send the Notice Inviting Tenders to other competent suppliers who are not enlisted with NIT Jamshedpur. New supplier(s) may also be considered for registration at any time by the Institute Authority. Enlisted suppliers shall not have any objection to this.
4. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIT, Jamshedpur and keep the Institute informed of new products/developments/innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
5. 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 be opened.
6. This document is treated as a valid contract between NIT, Jamshedpur and vendor, and adherence to all aspects of fair trade practices in executing the purchase orders/work orders placed by NIT, Jamshedpur from time to time during the registration period.
7. In case of empanelled vendor is found in breach of any terms & condition(s) of NIT, Jamshedpur 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, Jamshedpur, besides debarring and blacklisting the vendor concerned for at least three years, for further dealing with NIT, Jamshedpur.
8. 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.
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.

10. In all future correspondence with NIT, Jamshedpur, empanelled vendors are required to quote the Registration No.
11. The NIT, Jamshedpur has all the rights reserved to add/delete/alter any of the items and to amend/add any of the terms & conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.
12. 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 for NIT, Jamshedpur in same time, the vendor must voluntarily pass on the price difference to NIT, Jamshedpur with immediate effect.
13. Termination for Default: 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, Jamshedpur. ii) If the vendor fails to perform any other obligation(s) under the empanelment.
14. 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, Jamshedpur (or takes longer period in spite of what NIT, Jamshedpur may authorize in writing), NIT, Jamshedpur may terminate the empanelment/purchase order in whole or in part.
15. Any payment against the execution of Purchase /Work order will be made through Electronic Fund Transfer/RTGS Transfer.
16. Authorization for release of payment / dues from National Institute of Technology Jamshedpur through Electronic Fund Transfer/RTGS Transfer detailed has to be furnished as Per Annexure III. Payment shall be made by on-line through **NEFT/RTGS**.
17. All disputes in this connection shall be settled in Saraikela (Jharkhand) jurisdiction only.

**ANNEXURE-I**

**APPLICATION FORM FOR REGISTRATION / EMPANELMENT OF  
SUPPLIER / VENDER TO NIT JAMSHEDPUR**

**Tender Notice No. : NITJSR/SPS/Vender Registration/R/CD/897 Dated: 22/06/2017**

Application for Category:	
Category Code No.:	
Details of Registration /Empanelment Fee In favor of NIT Jamshedpur ( Pl. Attach copy of proof)	Rs. _____ through transaction UTR No. _____

Sl.No	Requisit Information	Firms response
1.	Name of The Firm	M/s.....
2.	Crospodence Address	..... ..... .....
	Pin code	
	Telephone /Mobile No.	
	Email ID	
3.	Registered Office Address	..... ..... .....
4.	Nature of Firm: a. Retailer b. Dealership c. Distributorship d. Manufacturer	
5.	Constitution of the Firm : 1. Proprietorship 2. Partnership 3. Private Limited 4. Other, please specify	

6.	Name of Proprietor/ Partners	
7.	Year of Establishment	
8.	Registration No. & Copy under Shop Registration ACT. & Industry Registration validity Date.	
9.	Income Tax Permanent Account No.	
10.	Central Sales Tax Registration No. :	
11.	State Sales Tax /VAT Registration No.	
12.	Excise Registration :	
13.	a) ECC Code :	
14.	b) ECC Zone :	
	Are you a small scale indust ry registered with National Small Scale Industries (N.S.C.I.)	
15.	Small Scale Industries Registration No. & Validity up to	
16.	Turnover :	
17.	2013-2014	
18.	2014-2015	
	2015-2016	
	List of Clientele/ Costumer	
18.	Name of Contract Person : Mobile No.	..... .....
19.	Details of Bank	Name of Bank: _____ Account No. : _____ IFSC Code : _____ MICR Code : _____



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This is to certify that all the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once result in cancellation of my application for empanelment and that NIT Jamshedpur reserves its rights to take such action as it may deem fit in such an eventuality.

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

Place: \_\_\_\_\_ (Signature of authorized Person)

Name of Signatory: .....

Designation : .....

Office Seal :

Note:

- 1) Please submit documentary proof in support of the data.
- 2) Copy of Income Tax return of last 3 years
- 3) Copy of State/Central Sales Tax Certificate, PAN, EXCISE Certificate, SSI Certificates etc
- 4) Copy of Registration Certificate / Trade License

## Annexure-II

### CONTRACT DECLARATION FOR REGISTRATION/ EMPANELMENT

(Note: Declaration should provide on printed letter head of the Bidder indicating thereon Sales Tax Registration, FAX, Email, Telephone numbers, etc.)

To,

Registrar  
National Institute of Technology  
Jamshedpur - **831014**

Sub: **CONTRACT DECLARATION FOR REGISTRATION/  
EMPANELMENT**

Ref: Tender Notice No. : NITJSR/SPS/Vender Registration/R/CD/897 Dated: 22/06/2017

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Sir,

I,.....(Proprietor/Partner) of  
M/s.....(Name of Firm) having examined  
the details of Tender document, I / We hereby submit the prequalification  
documents and other relevant information for Registration/Empanelment of  
our Firm.

Having examined the details of Tender document, I / We hereby submit the  
prequalification documents and other relevant information.

I/We here by certify that all the statements made and information supplied in  
the statements are true and correct to the best of my knowledge. I understand  
that if any information found incorrect, the application is liable to be cancelled.

I / We also hereby declare that all matters related to National Institute of  
Technology Jamshedpur shall be treated as confidential and no information  
shall be passed on to any unauthorized person without written permission of  
the Competent Authority.

Mr. .... whose signatures are appearing  
below, is the authorized representative(s) of the firm.

I / We also undertake the responsibility to communicate all subsequent  
changes in the constitution or working of firm, affecting the accuracy of the  
facts, stated above.

I / We assure that if empanelled, the firm will serve the Institute for a  
minimum period of one year.

I/We have furnished all information and details as necessary for Registration /Empanelment and have no further pertinent information to supply.

I/We certify that my firm is not **blacklisted / banned** from business by any organization.

I/We hereby accept the rules and procedures of the Institute for Registration /Empanelment of Supplier/Vender and agree that the Institute has the right to accept or reject any application without assigning a reason thereto.

I/we have not tampered/modified the application forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our application will be summarily rejected. I/we am/are liable to be banned from doing business with National Institute of Technology, Jamshedpur and /or prosecuted.

Date:

Place:

(Signature of authorized Person)

Office Seal :

Name of Signatory: \_\_\_\_\_

Designation : \_\_\_\_\_

Signature of representative of the firm: .....

Name of representative: .....

Contact No. of representative: .....

**ANNEXURE –III**

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/ RT TRANSFER**

Subject: Authorization for release of payment / dues from National Institute of Technology Jamshedpur through Electronic Fund Transfer/RTGS Transfer

1. Name of the Party/Firm/Company/Institute: \_\_\_\_\_
2. Address of the Party: \_\_\_\_\_
3. City \_\_\_\_\_ Pin Code \_\_\_\_\_
4. E-Mail ID \_\_\_\_\_ Mob No: \_\_\_\_\_
5. Permanent Account Number \_\_\_\_\_
6. Particulars of Bank

Branch Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			

(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)

IFS Code: (11 digit alpha numeric code)

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Account Type	Savings	Current	Cash Credit
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Account Number:																			
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Supplier's name as per Account

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director/Registrar, National Institute of Technology Jamshedpur responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

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

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

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

Signature of the Authorized Official from the Bank

**Compliance Report: ANNEXURE-IV**

**Tender Notice No. : NITJSR/SPS/Vender Registration/R/CD/897 Dated:22/06/2017**

**REGISTRATION / EMPANELMENT OF SUPPLIER (VENDER)**

Sl. No.	Details	Yes / No	Attached page No.
1.	We have gone through the terms & conditions of the tender document		
2.	Proof of Registration/Empanelment Fee (Non Refundable) of Rs. 2000/ ( Rs Two Thousand) only through NEFT /RTGS in favor of National Institute of Technology, NIT Jamshedpur is attached.		
3.	State Sales Tax /VAT Number copy attached		
4.	Central Sales Tax Registration No. :		
5.	Income Tax Registration/PIN No is attached.		
6.	Excise Registration is attached.		
7.	Service Tax Certificate attached, if applicable		
8.	Annual Turnover of last three years as specified with proof of document.		
9.	Our organization or any of its subsidiaries have not been blacklisted by any Govt. / Autonomous bodies / Universities / Govt. Institutes.		
10.	Copy of purchase order(s) of similar items supplied during last three years preferably from IISc./IIT/NIT/Govt. approved R & D laboratories with proof of document		
11.	List of Customer/ Client during last five years with proof of document.		
12.	Manufacturer/Sole Distributor/Authorized Dealer/ Registered Supplier with proof of document		
13.	ISI/ISO or equivalent certificate with proof of document*		
14.	Trade License/ Factory License is attached.		
15.	Bank Details is filled up.		
16.	Name of Contract Person and Mobile No. is filled up.		

(Signature of Bidder/authorized person)  
Seal of the company/Firm

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