



F.No. BRAIT/TEQIP-III/1-69/2007

Dated 14th Sept, 2018

Invitation for Empanelment /Registration of firms for supply of various equipment's, items & services under TEQIP-III project

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. **Empanelment/ Registration Procedure**
 - 2.1 The applicant should read all the pages of the document.
 - 2.2 Correct/ relevant information/ data have to be furnished by the vendors/ suppliers.
 - 2.3 The applicant should make sure before applying for a particular type of category, that it has the required eligibility criteria for that category of work/ item.
 - 2.4 Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
 - 2.5 The sealed envelope containing the registration Form and documents should be clearly super-scribed on the top of the envelope a “**APPLICATION FOR VENDOR REGISTRATION/ EMPANELMENT FOR THE CATEGORY CODE.....**”
 - 2.6 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.
 - 2.7 The following self-certified essential documents (as applicable) should accompany the Registration Form;
 - 2.7.1 TIN No.
 - 2.7.2 Bank Name, A/C No. and IFSC Code etc.
 - 2.7.3 Income Tax Permanent Account No.
 - 2.7.4 Dealership certificate (if any)
 - 2.7.5 Registration Certificates with DGS&D/ NCCF (if any)
 - 2.7.6 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.
 - 2.8 On receipt of the registration Form along with the requisite documents as mentioned above and after scrutiny, the supplier shall be registered with the TEQIP Unit, DBRAIT.
 - 2.9 The firm will be considered for registration/ Empanelment for the period of Two (02) years.
 - 2.10 After getting all the required information & documents from the applicant, the registration number will be issued to the supplier with the following details:
 1. Registration No.
 2. Vendor Trader Group/ Category No. along with description.

2.12 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.

2.13 The filled in application along with necessary documents should reach to the **Nodal Officer (Procurement), TEQIP-III Unit, Dr B R Ambedkar Institute of Technology, Paharagaon, Port Blair-744103 by 30th Sept 2018 Through Post.** The applicant will have to e mail the filled application and scanned copy of requisite documents to the email id andamanteqip3@gmail.com on or before **24th Sept 2018.**

3.0

S.N	CATEGORY	CODE	PARTICULARS/ NAME OF ITEMS
1.	Electronic Items & Lab Equipments	T001	LED, LCD, Plasma, Refrigerators, Split A.C, Window A.C, Water Cooler, Water Purifier and other Refrigerators (For General and other purpose), Washing Elec. Equip. Machine, Vacuum Cleaner, DLP Projector, 3-D Projector, Mobile/ Pocket, Projector screen etc.
2.	Stationery Items	T002	Pen, Paper, Pencil, duster cloth, Mop, Floor Cleaner, Eraser, paper weight, Ruled Paper, stamp Pad, Registers file cover, file board, stapler, scissors CD/DVD, pendrive, white board marker, permanent marker etc.
3.	Computer Peripherals & Lab Equipments	T003	Desktop/ Laptop/ Palmtop computers, tablets, Servers, laser/ Dot matrix/ Inkjet/ Line Printers, UPS (online/offline), Scanner, Software, Antivirus, Peripherals, Accessories, Firewall, printer cartridge, toner etc.
4.	Civil Engg. & Lab Equipments	T004	Surveying Equipments, Soil testing equipment etc.
5.	Electrical Installations & Accessories & Lab Equipments	T005	Fan (Ceiling/ table/ Wall), water Heater, Inverters, Generators, Lamps & Lighting Fixture, Decorative lamps, Voltage Meter, Stabilizer, Distribution Board LED Lights, Plug, Switch, Wire/ Cable, Electric Fitting/ Accessories etc.
6.	Mechanical Engg. & Lab Equipments	T006	Engine Testing Equipments, Compressor, Tyre, Tube, Vehicle Testing Equipment etc.
7.	Office Automation	T007	Fax, EPABX, Photocopier, Telephone Instruments, Fax machine etc.
8.	Other items (to be specified by the vendor if not included in the above Sl. No. 1 to 7	T008	

4.0 Benefits of Registration

The firms once registered with TEQIP Unit, DBRAIT will enjoy the following benefits:

- a) Tender enquiries against demands which are not advertised i.e. for Limited Tender enquiry are sent to the registered firms.

5.0 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 IPD, TEQIP Unit, DBRAIT reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of IPD 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 TEQIP Unit, DBRAIT.

5.1.3 Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of TEQIP Unit, DBRAIT 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 TEQIP Unit, DBRAIT and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders/ work orders placed by TEQIP Unit, DBRAIT 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 TEQIP Unit, DBRAIT 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 TEQIP Unit, DBRAIT, besides debarring and blacklisting the vendor concerned for at least three years for further dealing with DBRAIT.

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 TEQIP Unit, DBRAIT, empanelled vendors are required to quote the Registration No. provided by TEQIP unit during empanelment.

5.1.9 The TEQIP Unit, DBRAIT 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.

5.1.10 For maintaining transparency, the invitation of financial bid may be carried out online through e-Procurement portal of Anadaman & nicobar Administration (<https://eproc.andaman.gov.in/>).

5.2 Price Variation Clause

During the validity of the empanelment including the extended period, the vendor sells any empanelled items to any other department/ Organization at a price lower than the price fixed for TEQIP Unit, DBRAIT, the vendor must voluntarily pass on the price difference to TEQIP Unit, DBRAIT with immediate effect.

5.3 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 DBRAIT. II) If the vendor fails to perform any other obligation(s) under the empanelment.

5.4 All disputes in this connection shall be settled in Port Blair, A & N Islands jurisdiction only.

-Sd/-

Nodal Officer (Procurement)
TEQIP Unit, DBRAIT

APPLICATION FORMAT FOR VENDOR REGISTRATION/ EMPANELMENT

Note:- The filled in application along with necessary documents should reach to the **Nodal Officer (Procurement), TEQIP-III Unit, Dr B R Ambedkar Institute of Technology, Paharagaon, Port Blair-744103** by **30th Sept 2018 Through Post**. The applicant will have to e mail the filled application and scanned copy of requisite documents to the email id andamanteqip3@gmail.com on or before **24th Sept 2018**.

S.N	Particulars	Details
1.	Name of the Company	
2.	a) Head Office/ Registered Office Telephone No. Fax No. E-mail: Website (if any) : Date of Establishment: b) Branch Office in A & N Islands, if any Telephone No. Fax No.	
3.	Name of the Chief Executive/ Proprietor/ Partners Telephone No. Fax No. E-mail:	
4.	Name of Contact Person Telephone No. Fax No. E-mail:	
5.	Type of Organization (Documents to be enclosed) a) Proprietary Trade License b) Partnership Deed, Trade License c) Private Limited Company memorandum of Article d) Public Limited Company Certificate of Registration e)Public Sector Trade License	

6. Nature of Business: Manufacturing/ Service/ Dealership/ Stockiest/ Indian Agent/ Indian Branch Office/ others

7. Class/ Type of Product/ Materials Manufactured/ Sold/ Serviced/ Fabricated:

Scientific Equipment Electronics Lab Instruments
Electrical Items & Electrical Work
Computers & Computer Peripherals
Office Automation Products

Water Coolers

Air Conditioners

AV Equipment

Boards

Others (Please specify)

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

- a) State ST Regn. No.
- b) TIN No.
- c) Excise Center No.
- d) Trade/ Factory License No.
- e) Goods and Service Tax (GST) Regn. No.
- f) PAN
- g) Registration Certificate with DGS&D/ NCCF
- h) Current dealership agreement with Principal along with SSI/ NSIC certificate
- i) Relevant ISO Certificate, if any

10. Details of Major Customers

S.N	Names of Autonomous Institutions/ Government Departments/ Major Public Sector Undertakings/ research and Development Institutions where your firm is registered	Empanelled for	Contact Name & Number

Undertaking

I/we hereby confirms that the documents submitted by me/us are genuine as best of my/our knowledge, in case of any discrepancy my/us application is liable to be rejected. Further I/we assure to adhere to the Terms and Conditions laid by TEQIP Unit, DBRAIT, Port Blair.

Place:

Date:

Name
Designation

Authorised Signature

Seal of the organization