



**Registration of Vender for Suppling different items through Limited  
Tender Enquiry for GKCIET, Malda**

**GENERAL NOTICE**

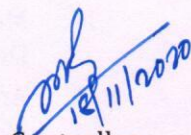
GKCIET, a Centrally Funded Technical Institute (CFTI) under Ministry of Education, Govt. of India, established in the year 2010 having its permanent campus at Narayanpur, Malda, West Bengal - 732141 invites offers from the interested firms/agencies, which are in the business of manufacturing, stocking or marketing of goods of specified categories as mentioned in the documents. Documents containing terms and conditions can be downloaded from the Institute's web-site <http://www.gkciet.ac.in>. Registration Form can be filled, duly signed and submitted along with necessary supporting documents to the office of **Controller, Stores and Purchase, Narayanpur, Malda, West Bengal - 732141** by registered post/speed post/courier. A scan copy of the entire document shall also be sent through e-mail to [controller@gkciet.ac.in](mailto:controller@gkciet.ac.in).

Eligible and capable vendors are requested to register themselves (item-wise) individually in the vendor registration process. The tentative list of category and sub-category of the items for enlistment is provided under clause no. 4 of "TERMS & CONDITINS" of this documents.

**Important Dates**

Event	Date
Date of Publication	18/11/2020
Last Date of submission of Application for Initial Registration Process	09/12/2020
Date of Publication of Initial List of Registered Venders	To be notified later

Date: ..... 18/11/2020  
Place: ..... Malda.

  
Controller,  
Store and Purchase  
GKCIET, Malda.

## TERMS AND CONDITIONS

### 1. Eligibility & Categories for Registration / Empanelment:

All firms / agencies, which are in the business of manufacturing, stocking or marketing of goods are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

### 2. Benefits of Registration:

- a) All Departments may utilise these lists as and when necessary. Such registered vendors are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry.
- b) Registered vendors are also ordinarily exempted from furnishing bid security along with their bids.

### 3. Empanelment / Registration Procedure

- a) The applicant should read carefully all the pages of the document and submit a copy of the same with sign on the all pages as an agreement of the terms and conditions.
- b) Correct / relevant information / data have to be furnished by the vendor along with supporting documents, as applicable.
- c) The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work /item.
- d) Applications incomplete in any respect, viz. non-submission of any required document or information are liable for rejection.
- e) The sealed envelope containing the duly filled Registration Form and necessary supporting documents/attachment should be sent to the office of Controller, Stores and Purchase, GKCIET, Malda clearly super-scribed on the top of the envelope as "**APPLICATION FOR VENDOR REGISTRATION /EMPANELMENT FOR THE ITEM(S) .....**".
- f) The following self-certified essential documents (as applicable) should be submitted with the Registration Form:
  - i. CST / VAT / TIN No.
  - ii. Trade License, Factory License. etc.
  - iii. Income tax Permanent Account No.
  - iv. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
  - v. Annual Turnover CA certified Certificate for last 3 years
  - vi. Relevant ISO certificate
  - vii. Bank Details
  - viii. Factory address, corporate office address, name of authorized person(s), contact details
  - ix. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc.
  - x. MSME/NSIC Certificate (if available).
  - xi. Dealership Certificate/Authorisation Certificate from OEM
  - xii. List of work executed in last 10 years in the Central Govt./ State Govt. Organisation/Institute. The work order and satisfactory job completion certificate may be provided.

- g) The vendor must have submitted the catalogue/datasheet of the product applied for indicating technical parameters, capacity, dimension/size, warranty/guarantee period, etc.
- h) The vendor must also provide a list of premier institutions (Like IITs, NITs, CFTIs or Internationally reputed Universities, etc.) to which similar product has been supplied with product details.
- i) On receipt of the duly filled Registration Form along with the requisite documents as mentioned above and after scrutiny, GKCIET will prepare, publish and maintain item-wise lists of eligible and capable vendors.
- j) The firm/agency will be considered for Registration/Empanelment for an initial period (between 1 to 3 years) depending on the nature of the goods.
- k) At the end of the initial registration period, the registered vendor(s) willing to continue with registration are to apply afresh for renewal of registration.
- l) The renewal of registration will be based on satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.
- m) New vendor(s) may also be considered for registration at any time, provided they fulfil all the required conditions.
- n) Performance and conduct of every registered vendor is to be watched by the concerned Department/Section.
- o) The registered vendor(s) are liable to be removed from the list of approved vendors if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard goods or make any false declaration to any Government agency or for any ground which, in the opinion of the Government, is not in public interest.
- p) The list of registered vendors for the subject matter of procurement be exhibited on the institute websites.
- q) **Service Centers:** Service Centre (s) in West Bengal or near the institute (Malda) for more than 3 years may be mentioned. 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.

#### 4. Category and sub-category wise List of Items/ Work

The item wise list of registered vender will be papered. The tentative list of category and sub-category of the items for enlistment is:

Sl. No.	Category	Sub-category
1.	Lab Equipment	a) Civil Engineering
		b) Computer Science & Engineering
		c) Electrical Engineering
		d) Food Technology
		e) Mechanical Engineering
		f) Physics
		g) Chemistry
2.	Furniture	Wooden Furniture, Metal furniture, Plastic Furniture, etc.
3.	Electrical and other appliances	
4.	Electronics items	

The above list is indicative only and not limited to the above. The final list of category and sub-category of the items for enlistment will be decided during evaluation/processing.

## 5. General Clause

- a) The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category/item only for which vendor is registered / empanelled. However, this will not give any claim to the party for award of work / purchase order.
- b) GKCIET reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of GKCIET in respect of registration of vendors for various categories of work/items shall be final and binding on all concerned registered firms/vendors in the panel of GKCIET.
- c) Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of GKCIET and keep the Institute informed of new products/developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- d) 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.
- e) This document is treated as a valid contract between GKCIET and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by GKCIET from time to time during the registration period.
- f) In case of empanelled vendor is found in breach of any terms & condition(s) of GKCIET 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, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with GKCIET.
- g) The vendor should not assign or sublet the empanellment 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 apply for vendor registration/empanelment any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
- h) All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered vendor.
- i) The GKCIET 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.

## 6. Indemnity

The selected vendor shall indemnify the GKCIET 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 or any part thereof. GKCIET / 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.

## 7. 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 GKCIET.
  - 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 15 days after receipt of the default notice from GKCIET (or takes longer period in-

spite of what GKCIET may authorize in writing), GKCIET may terminate the empanelment/  
Purchase Order in whole or in part.

8. All disputes in this connection shall be settled in the district of Malda jurisdiction only.

1. Name of the Applicant  
2. Head Office / Registered Office  
3. Telephone No.  
4. Fax No.  
5. E-mail  
6. Name of Contact Person  
7. Telephone No.  
8. Fax No.  
9. E-mail  
10. Type of Organization

Type of Organization	Documents to be enclosed	These marks (✓) to be marked in the application	These marks (✓) to be marked in the application as applicable
Partnership	Partnership Deed		
Private Limited Company	Memorandum of Association & Articles of Association		
Public Limited Company	Memorandum of Association & Articles of Association		
Public Sector	License		

## Application for Vendor Registration

**for Suppling different items through Limited Tender Enquiry for GKCIET, Malda**

Date of Application:.....

1. Name of the Firms/Agencies \_\_\_\_\_

2. Head Office / Registered Office \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone no. \_\_\_\_\_

Fax no. \_\_\_\_\_

Email(s) \_\_\_\_\_

Web site (if any) \_\_\_\_\_

Date of Establishment \_\_\_\_\_

3. Name of Chief Executive / Proprietor / Partners \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email(s) \_\_\_\_\_

4. Name of Contact Person \_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email \_\_\_\_\_

5. Type of Organization:

Type of Organization	Please mark (✓) as applicable	Documents to be enclosed	Please mark (✓) as applicable
Proprietary		Trade License	
Partnership		Deed, Trade License	
Private Limited Company		Memorandum of Article	
Public Limited Company		Certificate of Registration	
Public Sector		License	

6. Nature of Business (Please mark (✓) as applicable)

Manufacturing                      Dealership                      Stockiest  
 Indian Agent                      Indian Branch Office                      Others

7. List of essential documents (self-certified) to be provided with the Registration Form, (as applicable):

Sl. No.	Documents	Attached (Yes/No)
1.	CST / VAT / TIN No.	
2.	Trade License, Factory License. etc.	
3.	Income tax Permanent Account No.	
4.	Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.	
5.	Annual Turnover CA certified Certificate for last 3 years	
6.	Relevant ISO certificate	
7.	Bank Details	
8.	Factory address, corporate office address, name of authorized person(s), contact details	
9.	A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc.	
10.	MSME/NSIC Certificate (if available).	

8. List of item(s) applied for:

Sl. No.	Item applied for	Category*	Sub-category*	Technical documents provided (Y/N)	Remarks
1.					
2.					

\* For category and Sub-category, please refer clause no. 4 of "TERMS & CONDITINS" of this documents.

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

i. 2019-20 \_\_\_\_\_  
 ii. 2018-19 \_\_\_\_\_  
 iii. 2017-18 \_\_\_\_\_

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

I. CST / VAT /GST Regn. No. \_\_\_\_\_  
 II. State ST Reg. No \_\_\_\_\_  
 III. Excise Center No. \_\_\_\_\_

- IV. Trade / Factory License No. \_\_\_\_\_
- V. Service Tax Reg. No. \_\_\_\_\_
- VI. PAN \_\_\_\_\_
- VII. MSME /NSIC Certificate No.( if available)\_\_\_\_\_
- VIII. Relevant ISO Certificate, if any \_\_\_\_\_
- IX. Bank Details \_\_\_\_\_
- X. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University, Institute etc.

**11. Details of Major Customers**

List of work executed in last 10 years with the Central Govt. / State Govt. Organisation/Institute (the work order and satisfactory job completion certificate may be provided):

Sl. No.	Name of the Institution	Details of the work executed	Value of the work executed	Work order and satisfactory job completion certificate attached

**DECLARATION BY VENDOR**

I confirm that

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

\_\_\_\_\_  
(Signature of Proprietor/Partner/Chief Executive)

Name \_\_\_\_\_  
(In Capital Letter)

Email: \_\_\_\_\_

Contact No: \_\_\_\_\_

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

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

(Seal of Vendor)