

OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY:: DIBRUGARH

Tender No. DU/RG./B.01.07/18/2937(A) Date: 01.10.2018

TENDER DOCUMENT



For Award of Annual Rate of Contract for Supply of Stationary Items to
Dibrugarh University, Dibrugarh

Registrar
Dibrugarh University
Dibrugarh - 786004, Assam, India
www.dibru.ac.in



OFFICE OF THE REGISTRAR :: DIBRUGARH UNIVERSITY :: DIBRUGARH

Ref. No. DU/RG/B.01.07/18/2937(A)

Date. 01/10/2018

**NOTICE INVITING TENDER FOR
SUPPLY OF STATIONERY ITEMS ON ANNUAL RATE CONTRACT**

Sealed quotations are invited from reputed wholesale dealers/ agencies/suppliers with an annual turnover of Rs 50 Lakh and above for supply of stationery items on Annual Rate Contract basis. The suppliers having experience of similar nature of works may participate in this job.

Sd/-
Registrar
Dibrugarh University
Dibrugarh

EARNEST MONEY	:	Rs. 10,000.00
COST OF TENDER PAPER	:	Rs. 1000/- (Non Refundable) in the shape of draft of Rs.1000/- (may be enclosed with bid)
DATE OF THE ISSUE OF TENDER PAPER	:	From 01.10.2018 to 12.10.2018
DATE OF SUBMISSION	:	15.10.2018 12.00 Noon
DATE OF OPENING	:	23.10.2018 at 3.30 pm.

Sd/-
Registrar
Dibrugarh University
Dibrugarh

Expression of Interest (EOI) for Empanelment of Vendors for Supply of Stationery items

Dibrugarh University (D.U.), Dibrugarh invites expression of interest (EoI) for *Vendor Registration and Empanelment* for the supply of Stationery items on prescribed format from the reputed Manufacturer(s)/ Authorised Dealer(s)/distributor(s)/ Supplier(s) to the Dibrugarh University. Interested vendor(s) may submit the prescribed application form along with the requisite documents to *The Registrar, Dibrugarh University, Dibrugarh, Pin-786004, Assam*. The application form can be obtained from the Office of the Registrar, Dibrugarh University, or downloaded from D.U. website *www.dibru.ac.in* w.e.f **01.10.2018**. The last date for receipt of the sealed Tender documents is **12.10.2018** by 3.00 p.m.

Sd/-
Registrar
Dibrugarh University

Registration / Empanelment of Vendor(s)

The Dibrugarh University (D.U.) intends to register/empanel the firm(s)/companies who are in the business of manufacturing, stocking and/or marketing of goods of specified categories/brands.

The main object of registration of firm(s)/agencies as approved vendor(s) 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 Institutional purchases.

1. Eligibility for Registration/ Empanelment:

All firm(s)/agencies, which are in the business of manufacturing, authorized distribution/dealership of stationery items are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

2. The firms registered with D.U. will be entitled to the following benefits:

- a) Once the firm is empanelled/registered with the D.U., the firm is exempted from paying Earnest Money Deposit (EMD) & Security Deposit in case of Limited tenders.
- b) Tender enquiries against demands which are not advertised the tender documents will be sent to the registered firms/empanelled vendors.
- c) Rate Contracts and Running Contracts are generally awarded to registered firms.

3. Screening of applications

Preliminary screening of application(s) of firm(s)/vendor(s) for short listing purpose would be examined by the *Vendor Registration Committee, D.U.* All applications shall be grouped in the following:

i) Manufacturers:

- Leading Public Sector Manufacturers
- Manufacturers other than PSU
- Small Scale Units

ii) Suppliers:

- Authorized Distributor/ Dealers
- Traders/ Local Suppliers

4. Empanelment / Registration Procedure

Procedure for empanelment of vendor(s) with the Dibrugarh University.

4.1. The applicant(s) should clearly read all the pages of the document(s).

4.2. Correct / relevant information / data have to be furnished by the vendors.

4.3. The Service provider(s) / supplier(s) should make sure that before applying for a particular type of Category, the vendor(s)/firm(s) shall have to fulfil the required eligibility criteria & experience for that category of work / item.

4.4. *Interested vendor(s)/firm(s) shall have to be enclose a Demand draft of Rs.500.00 (Rupees five hundred only), which is non-refundable, as application fee with the application form in favour of the Registrar, Dibrugarh University payable at Punjab National Bank (PNB), Dibrugarh University Branch, Dibrugarh. The application form without demand draft is liable to be rejected.*

4.5 *The vendor(s)/firm(s) shortlisted for the empanelment shall have to deposit an amount of Rs. 20,000.00 (Rupees Twenty Thousand) only as Security Deposit for that registration term/period.*

Declaration form must be enclosed with the application form given in *Annexure – I*.

4.5. Application(s) incomplete in any respect, viz non-submission of any required document(s) or information, or fee in requisite amount are liable for rejection.

4.6. The sealed envelope containing the registration form, documents & fee should be clearly superscribed on the top of the envelope as “APPLICATION FOR VENDOR REGISTRATION/ EMPANELMENT” and sent to the *The Registrar, Dibrugarh University, Dibrugarh, Assam, Pin. 786004.*

4.7. The following essential document(s) (whichever is applicable) should accompany with the registration form:

- a. GST / TIN No.
- b. Trade License; Factory License.
- c. Permanent Account No.
- d. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. if any.
- e. Current dealership certificate.
- f. Annual Turnover Certificate for the last 3 (three) years.
- g. Bank Details.
- h. Relevant ISO certificate if any.

4.8. 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 3(three) years should be submitted.

4.9. On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the D.U. after Scrutiny.

4.10. The firm(s)/vendor(s) will be considered for registration/ empanelment for an initial period of 2 (two) years and their registration will be considered for renewal as per the D.U. procedure, for another 2 (two) years or so, at a time subject to satisfactory performance of the firm during the initial registration period.

4.11. Registration Certificate: The firm(s)/vendor(s) approved for registration for one and more categories of materials shall be allotted a Registration Number along with Vendor Trade Group/ Category No.

4.12. Renewal of Registration: Renewal of registration shall be done for a further period of 2 (two) years based upon the performance of firm(s)/vendor(s) during the last 2(two) years. Vendors seeking renewal shall submit a fresh application form, 3(three) months prior to expire of the validity of registration. The application form shall have to be duly filled in with the requisite details/information along with necessary documents.

4.13. Service Centre(s): Service Centre in Dibrugarh, as well as in major cities in Assam, operational for more than 3 (three) 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 Security Deposit will be forfeited by the Institute.

4.14. Pre-mature Termination of Registration: Premature termination of registration of vendor may be done with the approval of competent authority on unsatisfactory performance and if the vendor is non-responsive against tender enquiries or on account of its-

- a) The performance of vendor is rated below the minimum acceptable level during the evaluation process and no improvement is observed in spite of a notice to this affect.
- b) Vendor fails to respond to 3 (three) consecutive tender enquiries within the range of product for which it is registered.
- c) Vendor fails to execute the order.
- d) Vendor no longer has the technical staff or equipment considered necessary for laboratory.
- e) Vendor is declared bankrupt or insolvent or its financial position has become unsound and in case of public limited company, it is wound up or taken into liquidation.

- f) Vendor fails to furnish Income Tax Clearance Certificate or any other document when called for.
- g) The registered firm(s)/vendor(s) shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard items/goods or make any false declaration to the Institute or for any other grounds which, in the opinion of the Institute, is considered to be against the public interest.
- h) The integrity of vendor is suspected.

Black-listing of firm can be done on the recommendations of the faculty/staff and with approval of Competent Authority. The Stores & Purchase Section shall process all such cases reported by the Department. A committee specially constituted by the Registrar, shall examine the case(s) and shall submit its recommendation(s) to the competent authority for final action. The information on such firms shall be promptly and widely disseminated by Stores & Purchase Section to all concerned.

4.15. Banning of vendors for future business dealing: This shall be done in case unethical business practice is established or furnishing wrong information false/ manipulated documents or the vendor is charges by any government agency (like CBI) for an offence against Government regulation and subsequently prosecuted in the court of law. Banning orders shall also indicate names of all partners, directors etc. of the company/firm and its allied/ sister concerns, if any.

4.16. Revocation of Pre-mature Termination of Registration: Pre-mature termination can be reviewed and revoked by competent authority, if it is of the opinion that disability already suffered is adequate in the circumstances of case. Such review may be carried out on specific representation from the vendor with categorical assurance of not repeating the circumstances under which registration was terminated.

4.17. Registration of Vendors does not confer any right on the vendor(s)/firm(s) to claim order or tender enquiry.

5. Terms & Conditions for Vendor Registration / Empanelment as a Supplier

5.1. General Clause

5.1.1. The said registration, only qualifies a particular vendor/firm 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. The Dibrugarh University reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the D.U., 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 D.U.

5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms 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. In case of empanelled vendor/firm is found in breach of any terms & condition(s) of D.U. 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 Security Deposits shall be forfeited by D.U., besides debarring and blacklisting the vendor concerned for at least 3 (three) years, for further dealings with D.U.

5.1.6. The vendor/firm should not assign or sublet the empanelment or any part or it to any other vendor/firm in any form. Such actions shall result in termination of empanelment.

5.1.7. All registered firm(s)/vendor(s) are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.

5.1.8. In all future correspondence with D.U, empanelled vendor(s)/firm(s) are required to quote the Registration No.

5.1.9. The D.U. reserves the rights 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.

6.1. Price Variation/ Best-Price Clause

If the registered vendor(s)/firm(s) sell any item(s) to any other Department / Organization at a price lower than the price agreed for D.U, the vendor must voluntarily pass on the price difference to D.U with immediate effect.

6.2. Indemnity

The selected vendor shall indemnify the D.U. 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 item(s) and related services or any part thereof D.U./ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

6.3. All disputes in this connection shall be settled in Dibrugarh jurisdiction only.

Sd/-
Registrar
Dibrugarh University

DECLARATION

(This declaration should be completed by the proprietor, partner, Director and/ or authorized signatory, who has the authority to do so and must be enclosed with the application on the Company's Letter Head)

I/we.....
..... declare and confirm that the information furnished and attachment(s) submitted with the application are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my/our application for registration. I/we shall be bound by the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given. I/we undertake to communicate promptly with the authority of the Dibrugarh University if any changes in the conditions or working of the firm take place.

Date:
Place:

Signature

Name:
Designation:
Company Seal



OFFICE OF THE REGISTRAR:: DIBRUGARH UNIVERSITY:DIBRUGARH

No. DU/RG/B.01.07/18/2937(A)

Date .01.10.2018

Form for Registration of Vendors

1. Name of the Company : _____

2. a) Head Office / Registered Office : _____

Telephone No.

:

Fax No.

:

Email

:

Web site (if any)

:

Date of Establishment

:

b) Branch Office in Dibrugarh
If any

:

Telephone No.

:

Fax No.

:

3. Name of Chief Executive /
Proprietor / Partners

:

Telephone No.

:

Fax No.

:

Email

:

4. Name of contact person

:

Telephone No.

:

Fax No.

:

Email

:

5. Type of Organization

Documents to be enclosed

- | | | |
|----------------------------|--------------------------|---------------------------------|
| a) Proprietary | <input type="checkbox"/> | Trade License |
| b) Partnership | <input type="checkbox"/> | Partnership Deed, Trade License |
| c) Private Limited Company | <input type="checkbox"/> | Memorandum of Article |
| d) Public Limited Company | <input type="checkbox"/> | Certificate of Registration |
| e) Public Sector | <input type="checkbox"/> | Trade License |

6. Nature of Business

- | | | | | | |
|----------------------|--------------------------|--------------|--------------------------|----------------------|--------------------------|
| Manufacturing | <input type="checkbox"/> | Service | <input type="checkbox"/> | Dealership | <input type="checkbox"/> |
| Stockiest | <input type="checkbox"/> | Indian Agent | <input type="checkbox"/> | Indian Branch Office | <input type="checkbox"/> |
| Repair & Maintenance | <input type="checkbox"/> | Fabrication | <input type="checkbox"/> | Others | _____ |

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

- | | | | | | |
|---|--------------------------|-----------------------|--------------------------|---------------------------|--------------------------|
| Scientific Equipment | <input type="checkbox"/> | Electronics | <input type="checkbox"/> | Analytical Instruments | <input type="checkbox"/> |
| Electrical Items | <input type="checkbox"/> | Glassware | <input type="checkbox"/> | Gases | <input type="checkbox"/> |
| Hardware | <input type="checkbox"/> | Computers | <input type="checkbox"/> | Computer peripherals | <input type="checkbox"/> |
| Office automation products | <input type="checkbox"/> | Electrical Works | <input type="checkbox"/> | Software Development | <input type="checkbox"/> |
| Water coolers | <input type="checkbox"/> | Air Conditioner | <input type="checkbox"/> | Furnishing | <input type="checkbox"/> |
| Tool items | <input type="checkbox"/> | Pipes & tubes | <input type="checkbox"/> | Fabricators –Metal/Wood | <input type="checkbox"/> |
| Stationery | <input type="checkbox"/> | Printing | <input type="checkbox"/> | Chemicals | <input type="checkbox"/> |
| Pharmaceuticals | <input type="checkbox"/> | Surgical Item | <input type="checkbox"/> | Furniture | <input type="checkbox"/> |
| Servicing and Maintenance of instruments, equipments etc. | <input type="checkbox"/> | Partition Wood/ Metal | <input type="checkbox"/> | Interior Decoration/Works | <input type="checkbox"/> |

Others (Please Specify) -----

8. Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Balance Sheet for last year)

- a) 2015-16 _____
- b) 2016-17 _____
- c) 2017-18 _____

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

- a) GST Regn. No. : _____
- b) TIN No. : _____
- c) Trade License No. : _____
- d) Service Tax Regn.No. : _____
- e) PAN No. : _____

10. Details of Major Customers

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your firm is registered.

11. Details of Registration fee (Rs.500/-)

D.D. No. : _____ Date: _____

Bank: _____

DECLARATION BY VENDOR

I confirm that the information furnished are correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief

Executive)

Name
(In Capital Letter)

Place:

(Seal of Vendor)

Date: