**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

### Temporary Campus, Govt. ITI, Srinagar Garhwal, Dist. Pauri Garhwal, Uttarakhand

**Contact: 01346-257400 (O), 01346-251095 (Tele Fax)**

**E-Mail: nituttarakhand@gmail.com,** **Web:** [**www.nituk.ac.in**](http://www.nituk.ac.in/)

## Notification No. NITUK/Mech/2022/VR/001

**NOTICE INVITING APPLICATION FOR REGISTRATION OF SUPPLIERS IN THE**

**DEPARTMENT OF MECHANICAL ENGINEERING**

The department requires various items and services for its academic, administrative and residential needs as per the following details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No.** | **Category of Registration** | **Particular / Name of the item** | **Manufacturer (M) Authorized Agent(A)****Retail Supplier (R)****Service Provider(S)** |
| 1. 1
 | **Machinery** | 1. Mechanical Equipment, Machines such as Workshop Machines: CNC, Drilling, Milling, Turning Machines etc.
2. Tools, Accessories and Spare parts
 |  |
| 1. 2
 | **Electrical Equipment & Accessories** | UPS, Air Conditioners, Fan, RO Purifiers, Vacuum Cleaner, Lamps & lighting Fixture, Decorative Lamps, meter, LED Lights, Plug, Switch, Wire/Cable, Electric Fitting/ Accessories etc. Fan (Ceiling/Table/Wall), Water Heater etc. |  |
| 1. 3
 | **Electronics Instruments****/Items/Equipment** | Sensors and data logger etc. |  |
| 1. 5
 | **Scientific Laboratory Equipment and Consumables**  | Laboratory Equipment and Sophisticated Research Equipment for Mechanical Engineering; Instruments for R&D purpose; Consumables, etc. |  |
| 1. 6
 | **Computer and Peripherals** | Computers, All-In-One Computers, Workstations, Servers, Databank, Laptop, Peripherals such as UPS, Accessories, Card Reader, Biometric equipment etc with all accessories and fixtures etc. |  |

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|  |  |  |  |
| --- | --- | --- | --- |
| 7 | **Laboratory Software** | Software for Mechanical Engineering Laboratories & Other software. |  |
| 8 | **Audio Visual Items** | Television, Projector, Display Boards, Screen, Classroom Interactive boards, Camera (Still, CC, High Speed Camera, Video etc.) etc. |  |
| 8 | **Output Devices** | Printer, Copier, Scanner etc. |  |
| 9 | **Lab Consumables** | Chemicals, Glassware, Plasticware, wood, metal, gases, fuels, oils, etc. |  |
| 10 | **Furniture** | Office Furniture: Seating and Storage Solutions.Customized Furniture for Class room, Laboratory, Library, Auditorium, Hostel, Kitchen, Dining etc.General Furniture like File Cabinet, Office Almirah, Lockers, Office Table, Angle Rack, Computer Table, Study Table, Office Chairs, All type of board (White, Green, NoticeBoard) etc. |  |
| 11 | **Services** | 1. Printing and, Binding, Publication,

Advertisements Services1. Catering and Tent Services
2. Event Management Services: Stage, Audio- Visual etc.
3. Courier and Transport
4. Insurance Services
5. Travel / Transport Services
6. Calibration and maintenance of Equipment
7. Water Cooler, Purifiers, Air Conditioners, Printer, Photocopier etc.
 |  |
| 12 | **Others** | Any other Category of Items and Services left including miscellaneous Goods and Services. | Suppliers may Specify |

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**Note:** Interested suppliers may submit their application form in the Performa attached at **Annexure-I**, along with a copy of supporting documents mentioned in the Serial No. 08 of **Annexure –I** in an envelope superscribed **"Registration of Suppliers”.**

**For application form and more details please visit our website** [**www.nituk.ac.in**](http://www.nituk.ac.in) **.The duly filled application form with all required enclosures must be submitted to the department of Mechanical Engineering on the address mentioned below:**

**The Head, Department of Mechanical Engineering**

**National Institute of Technology, Uttarakhand**

**Temporary Campus, Government ITI, Srinagar (Garhwal) – 246174.**

 1. Interested suppliers with sound techno-commercial knowhow of the relevant field may apply on the prescribed application form. Payment of the registration fee of Rs 500/- (non-refundable) should be made through NEFT to NIT Uttarakhand. The bank details are as follows:

Name of the Account: National Institute of Technology, Uttarakhand

**Account No.: 00000037530566069 IFSC Code: SBIN0003181 Bank Name: State Bank of India**

Branch Name: Srinagar Garhwal PAN card no.: AABAN0300J Account Type: Saving Account

Branch Address: Badrinath Road, Srinagar, Distt. Pauri Garhwal, Uttarakhand – 246174.

One set of duly self-attested and stamped documents should be sent to the Head, Mechanical Engineering Department, NIT Uttarakhand. In case relevant documents as mentioned in the application form are not enclosed/made available, application form is liable to be rejected.

 2. The Registration shall be valid for 01 financial year subject to further extension up to 3 years on discretion of competent authority.

 3. It is responsibility of registered suppliers to access the email regularly. After registration an email will be sent to email id mentioned in application form, and only after getting response on email, registration will be activated by the Institute. Institute will not be responsible, if the suppliers do not access their email.

4. Registered suppliers shall be contacted for Limited Tender Enquiry by email or through CPP Portal only as per Institute rules. NIT Uttarakhand reserves the right to advertise Open Tender Inviting Bids as and when desired for procurement of materials. In such case, NIT Uttarakhand may send copy of invitation to the enlisted suppliers. Registration as approved suppliers does not confer any rights on suppliers to secure orders for items registered and NIT Uttarakhand is not obliged to contact empanelled suppliers for all of the requirements for the items for which suppliers have been registered. However, the registration may be liable for cancellation:

(a) If any of the submitted documents or statements is later found to be false.

(b) Any other grounds, which in the opinion of NIT Uttarakhand, renders retention of the approved suppliers undesirable in the interest of the Institute.

5. Firm willing to register as Manufacturer should possess its own in-house manufacturing & testing facilities while not mandatory for MSE.

6. NIT Uttarakhand reserves the rights to accept or reject any or all the applications without assigning any reason thereof.

7. The Head, Department of Mechanical Engineering, NIT Uttarakhand is the authorized person to deal with applications and registrations.

8. Appellate Authority – Director, NIT Uttarakhand.

**Sd/-**

**REGISTRAR**

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**Registration of Suppliers**

**GENERAL INSTRUCTIONS WITH TERMS & CONDITIONS TO SUPPLIERS**

1. One Single application form can be used for multiple items. Relevant documents for all categories sought for registration should be provided.

**2.** The suppliers must have Goods and Service Tax Registration No./ Permanent Account No. / whichever is applicable **(Applicable for Indian suppliers Only)**

**3. The suppliers must be registered in CPPP (Central Public Procurement Portal) and provide user id of Central Public Procurement Portal (CPPP).**

4. Suppliers are required to complete all parts of the form and provide exhaustive information requested to NIT Uttarakhand. Wherever the answer is a statement of fact, it must be accurate and supported by documentary evidence as required. Wherever it is a statement of opinion, it must be both true and reasonable. It is supplier’s responsibility to answer the question with sufficient clarity that will ensure NIT, Uttarakhand does not misinterpret any of the responses.

5. The registration process will consist of a multiphase evaluation with the possibility of supplier’s presentation, Factory / Site visit for inspection, verification of documents / information, assessment of turnover, past performance, infrastructure. After completion of document review and other assessment, as applicable, the case shall be taken up for Approval of competent authority and issue of registration letters will be obtained/ issued.

**6. Successful registration by the Mechanical Engineering Department, NIT Uttarakhand is no guarantee of any future award of order for purchase/service/work or inclusion on a particular tender list.**

7. Any inaccuracy in any response given in the form, or failure to substantiate any response as required by NIT Uttarakhand may result in the failure to qualify as registered suppliers. Whenever any such information comes to notice at a later date, the suppliers may be removed from the list of registered suppliers.

8. In Master Data Base, suppliers will be registered in particular category only.

9. Any suppliers providing false information or grossly inaccurate or forged documents will stand automatically disqualified for consideration of registration for this or any other future notifications for a minimum period of three years. Again, if such information comes to light after successful qualification and registration, NIT Uttarakhand reserves the right to remove the Suppliers from the list of registered suppliers.

10. It will be the responsibility of the suppliers to submit / update the Mechanical Engineering Department, NIT Uttarakhand with latest audited Profit & Loss Account with Balance Sheet and also to keep NIT Uttarakhand informed of any such matter that may affect the suppliers’ continued qualification and status. If the supplier’s future circumstances change so that they no longer meet the registration qualification criteria for that particular category / item / group / area, then the suppliers should promptly inform the department and the department reserves the right to remove the suppliers from the list of registered suppliers.

11. Throughout the period of suppliers’ registration validity, the suppliers shall voluntarily update Mech Engg Deptt with any time-sensitive data supplied at the time of original application for registration without any obligation on part of the Mech Engg department to seek such information for continuance of the registration.

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12. The Mech Engg Deptt, NIT Uttarakhand reserves the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list.

13. Retention of suppliers in the list of registered suppliers shall be subject to satisfactory performance on

execution of orders and evaluation of performance by NIT Uttarakhand.

14. Registration shall be accorded for a period of one year and NIT Uttarakhand reserves the right to renew

the registration on the same terms and conditions for additional periods of one or more years with mutual

consent.

15. Application should be submitted along with a registration fee of ₹ 500/- should be made through NEFT to NIT Uttarakhand as per bank details given above.

16. Filled in applications with enclosures should be sent to **The Head, Department of Mechanical Engineering**

**National Institute of Technology, Uttarakhand, Temporary Campus, Government ITI, Srinagar (Garhwal), Uttarakhand – 246174** superscribing the envelope “Registration of Suppliers”.

17. The supplier must provide an affidavit duly notarized, stating that the supplier has not been blacklisted by any Institute/ Organization.

18. The supplier will abide by the terms and conditions of a contract/ purchase order.

19. All disputes in this connection shall be settled in Srinagar Garhwal (Uttarakhand) Jurisdiction only.

**20. Removal of Firms from the list of Registered Suppliers.**

 In case of violation of terms and condition of the registration, the registration of the firm will be cancelled by giving prior notice. Registration of suppliers is liable to be removed from the list of approved Registered Suppliers, when,

a) It fails to abide by the terms and conditions under which the registration has been given.

b) Any false declaration to the Institute.

c) Supplies goods of inferior quality /uninspected goods/fails to supply in stipulated time.

d) Renders services (including after sales services and maintenance services) of inferior quality to the contracted ones.

e) Fails to execute a contract or fails to execute it satisfactorily.

f) The required technical / Operational staff or equipment are no longer available with the firm or there is change in its production/service line affecting its performance adversely.

g) Is declared bankrupt or insolvent.

h) Fails to submit the required documents/information for review of registration, where required.

i) Adopts unethical business practices, not acceptable to the government, and

**j) Failure to respond to tender enquiry for more than three consecutive occasions will render the registration null and void.**

k) Any other ground which, in the opinion of the registering authority, is not in public interest.

l) If the registered supplier fails to maintain the equipment during the warranty or fails to maintain

or repair on payment basis within 5 years from the supply of order, the Suppliers registration

shall be cancelled and the suppliers will not be registered by the department in future.

m) In all other cases provisions of GFR and Procurement Manual of the Institute will apply.

***I/We have read the above Instructions and conditions of Suppliers Registration and accept them.***

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature of the authorized person (suppliers) with seal and date)

Place: Name (In capitals):

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

**All the pages of the document must be duly signed by the Suppliers.**

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# Annexure I

**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**


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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Manufacturer** |  | **Authorized Dealer/Agent** |  | **Retailer** |  |  **Service Provider** |

**Form for Registration of Suppliers in the Department of Mechanical Engineering**

1. Name of the Company/Firm/Agency/Individual:
2. a) Head Office / Registered Office:

Telephone No. : Fax No.: Email : Web site (if any) Date of Establishment :

b) Branch Office in Srinagar Garhwal (if any):

Telephone No. : Fax No. :

1. Name of Chief Executive / : Proprietor / Partners

Telephone No. : Fax No. : Email :

1. Name & Designation of contact person: Telephone No. : Fax No. : Email :

### Contact Details for correspondence regarding enquiries /Purchase orders /Purchase Follow-Ups from the department:

Name & Designation of contact person:

Telephone No. : Fax No.:

Email :

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1. Central Public Procurement Portal ID
2. Other Details (Please Specify)
3. **Documents need to be provided.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Serial No.** | **Documents** | **Yes/ No** | **Number*****(i.e. GST No. /PAN Card No. etc.)*** |
| 1. | Copy of GST Registration Certificate**.** |  |  |
| 2. | Copy of PAN card. |  |  |
| 3. | Current dealership agreement from Principal/Manufactureralong with SSI/NSIC certificate **(If Applicable).** |  |  |
| 4. | Audited Statement of Accounts and Income Tax Return for thelast three financial years. |  |  |
| 5. | Affidavit/ undertaking of not being blacklisted by any Govt.Agency/ department. |  |  |
| 6. | List of clients presently being served (**IITS/ Educational Institutes/public sector/private sector/others separately)** in thelast three years with Contact name, address and mobile no. |  |  |
| 7. | Bank Details on letter head along with cancelled cheque. |  |  |
| 8. | Registration fee of Rs 500/- (non-refundable) through NEFT to NIT Uttarakhand as per bank details given above. |  |  |

**DECLARATION BY SUPPLIERS**

I confirm that

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

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of the Authorized Person (Suppliers) with Seal and Date)

Name (In Capitals) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date: \_\_

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