



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)

सेक्टर ए-७, इंस्टिट्यूशनल एरिया, नरेला, दिल्ली-११००४०, भारत/ Sector A-7, Institutional Area, Narela, Delhi-110040, India

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वेबसाइट/Website: www.nitdelhi.ac.in

Manufacturer Authorized Dealer/Agent Retailer Service Provider

BROAD ITEM CATEGORY NAME _____

CATEGORY BELONGING TO

*ECE *EEE *CSE *AS *ME General Electrical Items

Computer Center Sports Office Furniture Related Others

In case of OTHERS, please specify _____

FORM FOR REGISTRATION OF VENDORS

1. Name of the Company / Firm / Agency / Individual: _____

2. a) Head Office / Registered Office: _____

Telephone No.: _____ Fax No.: _____

Email : _____ Website(if any): _____

Date of Establishment: _____ Mobile No: _____

b) Branch office in Delhi (if any): _____

Telephone No.: _____ Fax No.: _____

3. Name of Chief Executive / : _____

Proprietor / Authorized Partners

Telephone No.: _____ Fax No.: _____

Email : _____ Mobile No.: _____

4. Name & Designation of Contact Person: _____

Telephone No.: _____ Fax No.: _____

Email : _____ Mobile No.: _____

5. Contact details for correspondence regarding enquiries / Purchase Order / Purchase Follow – Ups from Institute:

Name & Designation of Contact Person: _____

Telephone No.: _____ Fax No.: _____

Email : _____ Mobile No.: _____

Other Details (Please Specify): _____

6. Documents Required

S no	Description	Yes/No	Number (i.e. CST/Service Tax/Pan Card No. etc)
1.	Copies of Registration Certificate of CST and (or) IE Code and (or) VAT and (or) TIN No. and (or) Excise No. and (or) Custom Duty Certificates and (or) GST Registration no. (when ever comes into effect)/ Provisional GST No. (if applicable)		
2.	Copy of Trade License Certificate		
3.	Copy of Service Tax Registration Certificate		
4.	PAN Card of the firm/company/Individual in case of proprietorship		
5.	Registration Certificate with DGS&D, GeM etc.		
6.	Any other registration with any Govt. authority		
7.	Current dealership agreement from Principal/Manufacturer along with Udhog aadhar/SSI/ NSIC certificate (if applicable)		
8.	Authorization/Proprietary certificate (as applicable) etc. from OEM enclosed in original, and specific to this registration process (if the bidder is a manufacturer/ proprietor/ authorized agent)		
9.	If the applicant is a manufacturer, list of authorized dealer names along with address and contact details needs to be provided along with the application.		
10	Whether register with GeM/ DGS&D or not, if yes Provide GeM/ DGS&D Register ID		
11	Copies of Audited Statement of Accounts and Income Tax Return for last three financial years (2014-15, 2015-16, 2016-17)		
12	Latest VAT return/Excise Return/ST Return(if applicable)		
13	List of Clients presently being served (IITs / IISc/ Educational Institutes/ Public Sector/ Private Sector) in last three years with Contact Name, Address and Contact Number		
14	Bank Details on letter head along with cancelled cheque		
15	Printed Literature and catalogue/brochure covering the items regarding with the applicant has applied for registration included with the technical bid documents (for verification of specifications quoted in the tender)		
16	Documents duly signed and sealed (every page) by the applicant.		
17	An Affidavit on Non-Judicial stamp paper of Rs. 10/- (Rupees ten only) duly notarized stating that i) The applicant has not been blacklisted by any Govt. Agency / Department ii) All the submitted documents are genuine and not a work of forgery in any way		

*ECE- Electronics and Communication Engineering, EEE- Electrical and Electronics Engineering, CSE- Computer Science and Engineering, AS- Applied Science, ME- Mechanical Engineering

.....
(Signature of Authorized person
(vendor) with Seal and Date)

Place.....

Date.....

Name (In Capital)

Designation

VENDOR REGISTRATION

General Conditions

- Interested vendors / suppliers are invited for submitting their application form along with a copy of supporting documents mentioned at the Serial No 06 in the application form in a separate envelope super scribed as **“VENDOR REGISTRATION (2017)”** along with the **Item/Category/Group/Area** for which applicant is applying for the Registration.
- Filled applications form along with all the supporting documents and registration fees of Rs. 500/- by Demand Draft in favour of **“Director, National Institute of Technology Delhi”** may be forwarded to **ASSISTANT REGISTRAR, NATIONAL INSTITUTE OF TECHNOLOGY DELHI, SECTOR- 7, INSTITUTIONAL AREA, NARELA, DELHI – 110040** in a sealed envelope super-scribed as **“VENDOR REGISTRATION FORM (2017)”** along with the **respective Item/Category/Group/Area by 15th July, 2017.**
- Interested parties with sound techno-commercial know- how of the relevant field may apply on the prescribed application form. In case relevant documents as mentioned in the application form are not made available, application form is liable to be rejected.
- The applicant needs to register **departmentwise** in the Institute while filling the application form i.e. the Department Name (e.g. ECE, EEE, ME, AS, CSE etc.) it needs to be clearly mentioned by the applicant in the application form.
- The Registration shall be valid for a period of one year in the first instance and may further be extended on yearly basis at the discretion of the competent authority and NIT Delhi reserves the right to renew the registration on the same terms and conditions for additional periods of one or more years with mutual consent.
- Empanelled vendors shall be contacted for Notice Inviting Quotation/ Spot Quotations/ Limited Tender Enquiry by email only as per Institute’s rules. NIT Delhi reserves the right to advertise Open Tender Inviting Bids as and when desired for procurement of material. In such case NIT Delhi may send copy of invitation to the enlisted vendors only. Registration as approved for Vendors does not confer any rights on Vendors to secure orders for items registered. Institute is not obliged to contact empanelled Vendors for all the requirements of the items for which Vendors have been registered. However the registration may be cancelled for the following reasons:
 - If any of the submitted documents or statements found to be false later.
 - Any other grounds, which in the opinion of NIT Delhi consider retention of the approved vendor is undesirable in the interest of the Institute.
- NIT Delhi reserves the rights to accept or reject any or all the applications without assigning any reason thereof.
- Appellate Authority would be Director, NIT Delhi.
- If, vendor is registered with GeM or DGS&D, the documentary proof may be attached with the application form.

Other Instructions to the Vendors

- One Single application form can be used for multiple items. Relevant documents for all categories sought for registration should be provided.
- The Vendor must have Sales Tax Registration No./ Service Tax Registration No./ Permanent Account No. / TIN / whichever is applicable (**Applicable for Indian Vendors Only**).
- Vendors are required to complete all paras of the form and provide exhaustive information requested by the NIT Delhi. 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 Vendor's responsibility to answer the question with sufficient clarity which will ensure that the Institute does not misinterpret any of the responses.
- The registration process will consist of a multiphase evaluation with the possibility of Vendor's presentation, Factory/Site visit for inspection, verification of documents/information, assessment of turnover, past performance, infrastructure etc. 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.
- **SUCCESSFUL REGISTRATION BY NIT DELHI IS NO GUARANTEE OF ANY FUTURE AWARD OF ORDER FOR PURCHASE / SERVICE / WORK OR INCLUSION ON A PARTICULAR TENDER LIST.**
- Any discrepancy in any response given in the form, or failure to substantiate any response as required by NIT Delhi may result in the disqualification as registered vendor for inclusion in the Vendor Master Data. Wherever any such information comes to notice at a later date, the registration of the vendor may be cancelled from the Vendor Master Data and in Vendor Master Data, Registrations will be made category wise only.
- Any vendor providing false information or grossly inaccurate or forged documents will stand automatically disqualified for consideration of registration or any other future notifications for a minimum period of three years. NIT Delhi reserves the right to cancel the vendor from the Vendor Master Data for the category / item / group / area etc.
- It will be the responsibility of the Vendor to submit/update NIT Delhi with latest audited statements of Profit & Loss Account with Balance Sheet and also the latest status. If the Vendor's future status is changed and no longer meets the registration qualification criteria for a particular category / item / group / area, the Vendor should inform NIT Delhi and NIT Delhi reserves the right to cancel the Vendor from the Vendor Master Data.
- During the period of Vendor's registration they shall voluntarily update the NIT Delhi with any time-sensitive data supplied at the time of original application for registration without any obligation on the part of NIT Delhi to seek such information for continuance of the registration.
- NIT Delhi reserves the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list.
- Retention of suppliers in Vendor Master Data shall be subject to satisfactory performance on execution of orders and evaluation of performance by NIT Delhi.
- The Vendor may also register themselves on Public Financial Management System (PFMS) for payment process in future will be preferred.

- The Vendor will abide by the terms and conditions of a contract/ purchase order.
- All disputes in this connection shall be settled in Delhi Jurisdiction only.
- **All the pages of the document must be duly stamped & signed by the Vendor.**

- **Removal of Firms from the list of Registered Vendors**

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 Vendor is liable to be cancelled from the list of approved Registered Vendors in the case of the followings:-

- 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) Supplied 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 as per the Institute.
- 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) If declared bankrupt or insolvent.
- h) Fails to submit the required documents/information for review of registration, whenever required.
- i) Adopts unethical business practices, not acceptable to the government
- j) Failure to respond to tender enquiry for more than three consecutive occasions will render the registration null and void.
- k) If Any ground on which the opinion of the registering authority is not in public interest.
- l) If the registered Vendor fails to maintain the equipment during the warranty period or fails to maintain or repair on payment basis within 5 year from the supply of order, the Vendor's registration shall be cancelled and the Vendor will not be registered by the Institute in future.
- m) In all other cases provisions of GFR will apply.

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

.....
 (Signature of Authorized
 person (vendor) with Seal
 and Date)

Name (In Capital)
 Designation

Place
 Dated: