



*Expression of Interest (EoI) for*  
**Registration/Empanelment of Vendors for eight (8) number of**  
**smart class room furniture at NIT ARUNACHAL PRADESH**

***NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH***  
***Ministry of Education, Government of India, Jote, Arunachal Pradesh-791113, India***

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## **NATIONAL INSTITUTE OF TECHNOLOGY-ARUNACHAL PRADESH**

*(Ministry of Education, Govt. of India) P.O.: Jote, Dist: Papumpare, Arunachal Pradesh, Pin: 791113*

### **ABOUT NIT-ARUNACHAL PRADESH**

The National Institute of Technology, Arunachal Pradesh was inaugurated on 18th August, 2010 as a member of a group of ten new NITs.

### **VISION**

To transform into an acclaimed institution of higher learning with creation of an impact on the north eastern region in terms of innovation and entrepreneurship

### **Mission**

- To generate new knowledge through state-of-the-art academic program and research in multidisciplinary field
- To identify regional, Indian and global need to serve the society better.
- To create an ambience to flourish new ideas, research and academic excellence to produce new leaders and innovators
- To collaborate with other academic, research institutes and industries for holistic growth of the students. Utilization of available big resources to encourage entrepreneurship through formation of startups

### **Instruction to Vendor for Registration / Empanelment of Vendors**

The National Institute of Technology (NIT) Arunachal Pradesh intends to register/empanel the firms/companies who are in the business of manufacturing, stocking and/or marketing of eight (8) number of smart class room furniture. The main object of registration of firms/agencies as approved vendors is to have a broad-based panel of technically capable, financially sound and reliable sources of supply/service to which enquiries can be addressed for the Institute purchases.

#### **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 if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

#### **2. The firms registered with NIT Arunachal Pradesh will be entitled for the following benefits:**

- a. Tender enquiries against indents which are not advertised, are sent to the registered firms.
- b. In case of GeM/advertised/Limited tender enquiries, copies of tender notices may be sent to registered firms giving them advance information about the procurement.
- c. Rate Contracts and Running Contracts are generally awarded to registered firms.

### 3. Empanelment / Registration Procedure

Procedure for empanelment of vendors with NIT Arunachal Pradesh is given below:

- 3.1 The applicant should clearly read all the pages of the document.
- 3.2 Correct / relevant information / data have to be furnished by the vendors.
- 3.3 The applicant should make sure before applying for a particular type of Category, that the vendor/firm has the required eligibility criteria & experience for that category of work / item.
- 3.4 Service providers / suppliers shall have to fill and submit the registration form along with required documents and fees to ***“Director, National Institute of Technology(NIT)- Arunachal Pradesh, Jote, Arunachal Pradesh-791113, India***
- 3.5 Applications incomplete in any respect, viz non-submission of any required document or information, or Registration Fees in requisite amount are liable for rejection.
- 3.6 **Date and Submission of Applications:** Separate envelopes should be prepared for each category mentioned under point 7 of the Application Format. Such envelopes must contain the following information written in bold letters:
  - Category Number and Description for which bid is submitted.
  - Due Date of Opening
  - Name and Address of the Bidder

These envelopes along with relevant documents should be kept in a bigger envelope mentioning **“APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT”** The applications should reach this institute ***on or before 3<sup>rd</sup> February 2025*** up to 2:00pm and will be opened on the same day at 3:30pm and vendors should give presentation with their sample model.

3.7 The following essential documents (whichever is applicable) should accompany with the registration form:

- GST Registration Certificate.
- Trade License; Factory License.
- Income tax Permanent Account No. **(In the name of firm if not a proprietorship firm.)**
- Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- Registration Certificates with DGS&D/NCCF. **(In alternative, any proof thereof can be admissible)**
- Current dealership agreement from Principal along with SSI/NSIC certificate, if any.
- Vendors should have experience of supply of similar items atleast in any two NITs, IITs, IIMs, AIIMs and relevant documents should be submitted.
- Annual turnover should be minimum of 100 Cr in last three consecutive years and financial documents to be submitted for supporting claim.
- ISO certification if any.
- A certificate that the vendor has not been blacklisted by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three years should be submitted.
- Service tax registration certificate.

- Vendors should give sample model of the furniture (Sl. No. 1 to 3) for testing and verification of technical specifications.
- Institute may ask the registered vendor/contractor to submit any other certificate from time to time as it may deem fit.

3.8 On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the NIT Arunachal Pradesh after scrutiny and approval of the Competent Authority.

3.9 The firm will be considered for registration/ Empanelment for an initial period of one year and their registration will be considered for renewal as per NIT Arunachal Pradesh procedure, for two years or so, at a time subject to satisfactory performance of the firm during initial registration period.

3.10 After getting all the information and documents and Registration fees of Rs. 1,000/- from the applicant, the registration number will be issued to the supplier with the following details: (1) Registration No., (2) Vendor Trade Group/ Category No. along with description.

3.11 **Service Centers:** Service Centre in NE region, operational for more than 3 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 blacklisted.

3.12 Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF)/GeM, shall be considered for registration/empanelment at NIT-Arunachal Pradesh, on the basis of registration certificate of such agencies along with other certified documents.

#### **4. Terms & Conditions for Vendor Registration / Empanelment as a Supplier**

##### **4.1 General Clause**

4.1.1 The said registration qualifies a particular vendor for consideration for issue of tender papers in case of tenders/NIQs 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.

4.1.2 NIT Arunachal Pradesh reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIT Arunachal Pradesh 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 NIT-Arunachal Pradesh

4.1.3 Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIT Arunachal Pradesh and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

4.1.4 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.

4.1.5 This document is treated as a valid contract between NIT Arunachal Pradesh and Vendor and adherence to all aspects of fair-trade practices in executing the purchase orders / work orders placed by NIT Arunachal Pradesh from time to time during the registration period.

4.1.6 In case, the empanelled vendor is found in breach of any terms and condition(s) of NIT-Arunachal Pradesh 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 any deposits shall be forfeited by NIT Arunachal Pradesh, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with NIT Arunachal Pradesh

4.1.7 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.

4.1.8 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 NIT Arunachal Pradesh, empanelled vendors are required to quote the Registration No.

4.1.9 NIT Arunachal Pradesh reserves the right 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.

#### **4.2 Price Variation Clause**

During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for NIT-Arunachal Pradesh, the vendor must voluntarily pass on the price difference to NIT-Arunachal Pradesh with immediate effect.

#### **4.3 Indemnity**

The selected vendor shall indemnify NIT-Arunachal Pradesh against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof of NIT-Arunachal Pradesh/ 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.

#### **4.4 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 NIT-Arunachal Pradesh. ii) If the vendor fails to perform any other obligation(s) under the empanelment, iii) If vendor does not respond the limited tender enquiry/or quotation for NIT-Arunachal Pradesh.

- 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 NIT Arunachal Pradesh (or takes longer period in spite of what NIT Arunachal Pradesh may authorize in writing), NIT Arunachal Pradesh may terminate the empanelment/ Purchase Order in whole or in part.

4.5 **Locations for the supply / services:** The bidders may note that the items covered by this document are required to be supplied and installed at:

**NIT-Arunachal Pradesh,**

**Jote, Papumpare, Arunachal Pradesh-791113.**

4.6 **Registration Fees:** A non-refundable Registration Fees of **Rs. 1,000/-** in the form of Demand Draft drawn in favour of “**Director, NIT-Arunachal Pradesh**” issued from a Commercial Bank, will have to be submitted along with the quotation. Offers received without Registration Fees shall be summarily rejected.

4.7 **Acceptance & Rejection:** The acceptance of the quotation will rest with the Director, NIT Arunachal Pradesh, who does not bind himself to accept the lowest quotation and reserves the right to himself to reject or accept, partially or all the quotations received, without assigning any reason. The Director, NIT Arunachal Pradesh further reserves the right to withdraw the tender or part thereof or modify the requirements without assigning any reason and the right to relax any of the conditions in the best interest of the Institution.

4.8 **All disputes shall be settled in the courts of Guwahati High Court, Itanagar Bench Jurisdiction only.**

4.9 **Relaxation:** Director, NIT Arunachal Pradesh reserves the right to relax any of the conditions in exceptional cases, in the best interest of NIT Arunachal Pradesh. NIT Arunachal Pradesh reserves the right to withdraw any clause in whole or part at any stage without assigning any reason.

4.10 Late and delayed application will not be considered.

4.11 **Default:** Default is said to have occurred if the supplier fails to perform any obligation(s) mentioned above and such default may result into forfeiture of securities, if any, submitted by the firm.

5. Installations of items including electrical and civil works should be executed by the vendors as such ready to move condition.

**Chairman (Purchase Committee)**

**Application Format for Vendor Registration**

1. Name of the Company/ Firm: \_\_\_\_\_

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

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

Email \_\_\_\_\_

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

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

b) Branch Office in Guwahati, if any Telephone \_\_\_\_\_

3. Name of Chief Executive /

Proprietor / Partners \_\_\_\_\_

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

Email \_\_\_\_\_

4. Name of Contact Person \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email \_\_\_\_\_

5.

Type of Organization (Tick appropriate)	Documents to be enclosed
a) Proprietary	Trade License
b) Partnership	Partnership Deed. Trade License
c) Private Limited Company	Memorandum of Article
d) Public Limited Company	Certified of Registration

6. Name of Business (Tick appropriate)

Manufacturing Service	Dealership	Service Provider
Stockiest	Indian Agent	Indian Branch Office
Others		

7. Details of category for which Registration is sought

S. No.	Description	Category No.	Tick appropriate
1.	Desk Bench		
2.	Table (For Class room Teacher)		
3.	Chair (For Class room Teacher)		
4.	Roller Curtain		
5.	Audio-visual equipment		

6.	Smart board		
7.	Electrical installation and accessories		
8.	If any items required for smart class room excluding above 7 items may be submitted		

**8. Annual Turnover during last 3 years (Rs. In Cr.)**

a) 2021-22		
b) 2022-23		
c) 2023-24		

**9. Commercial Information Registration (Enclose attested copy wherever applicable)**

- GST Registration No.
- Establishment/Factory License No./Trade License No.
- PAN.
- Registration Certificate with DGS&D/NCCF/GeM.
- MSME/NSIC Certificate.
- Registration certificate with PWD, CPWD, CSEB or equivalent for civil and electrical contractors.

**10. Details of Major Customers (NITs, IITs, IIMs and AIIMs)**

Name of Autonomous institution/ Government departments/ Major Public sector undertaking / Research and Development institutions where your firm is registered:

S. No.	Name of the Institution	Empaneled For	Contact Name	Contact Number

**11. Details of Registration Fees of Rs. 1,000/- (not refundable) are applicable for each category**

DD No ..... Date: .....

Issuing Bank: .....

**DECLARATION BY VENDOR**

I confirm that

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

(Name and Signature of Proprietor/Partner/Chief Executive)

Name .....

Seal

Place:

Date:



## **Check List**

Sl. No.	Particulars	Enclose the copy of the following & tick as per applicability
1.	GST Registration	
2.	Proof of registration of the firm/Establishment/Factory License.	
3.	PAN card in Firm's Name	
4.	Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.	
5.	DGS&D/NCCF Certificate	
6.	MSME/NSIC Certificate	
7.	Proof of Registration with any Central Govt. Organization	
8.	Purchase orders issued by NITs, IITs, IIMs and AIIMs.	
9.	Annual turnover certificate for last three consecutive years duly certified/signed	
10.	Certificate that the vendor is not blacklisted	
11.	GeM seller ID, if the vendor is registered with GeM	
12.	Registration Fees of Rs. 1,000/-	
13.	Any Other Certificates	

(Name and Signature of Proprietor/Partner/Chief Executive)  
Name.....

Seal

Place:

Date: