



**TENDER NOTICE FOR VENDOR REGISTRATION  
FOR EMPANELMENT OF  
VENDORS FOR SUPPLY OF “GOODS & SERVICES”**

CIT Kokrajhar invites expressions of interest for empanelment of Vendors for supplying any (one or more) of the following categories of items:

Code No.	Category	Particular / Name of Item	Manufacturer(M) Authorized Agent(A) Retail Supplier (R) Service Provider(S)
1	Machinery	i. <b>Mechanical Equipments, Machines</b> such as Workshop Machines: CNC, Drilling, Milling, Turning Machines etc ii. Tools, Accessories and Spare parts	
2	Electrical Equipments	Electrical Engineering Equipments and Instruments, Power Generators, Compressor, Motor, Voltage Stabilizer, DG set, Inverters, UPS, Transformer, Vacuum Cleaner etc.	
3	Scientific Laboratory Equipment's	<b>Laboratory Equipment's</b> and Sophisticated Research Equipment's for Chemical Science, Biological Science, Earth & Environmental Science, Astronomy etc	
4	Interior and Furniture	<b>Office Furniture: Seating and Storage Solutions. Customized Furniture</b> for Class room, Laboratory, Auditorium, Hostel, Kitchen, Dining, Library furniture:	
5	Display Items	Television, Projector, Display Boards, Screen, Classroom Interactive boards etc.	
6	Electronic instruments/Items	All Electronic instruments and items, apparatus except Computers and peripherals	
7	Computer	Computers, Workstations, Servers, Databank, HPC, Laptop, Peripherals such as UPS, Accessories except Output devices	
8	Output Devices	Printer, Fax machine, Copier, Scanner etc.	
9	Laboratory and Scientific Equipment's	Laboratory Equipment and Instruments for Research & Development purpose	

10	<b>Surveillance and Access Control System</b>	Camera (Still, CC, Video etc.), X-Ray Inspection System, Laser detection System, Card Reader, RFID detection, Biometric equipment etc. with all accessories and fixtures.	
11	<b>Safety and Fire Fighting equipment's</b>	Laboratory/Workshop floor Safety (Hear, Eye gears, Body suits, Safety Shoes) items, Residential and Office safety items, Firefighting Equipments (Hand held devises, Extinguishers, Hydrants, Dousers and accessories etc.	
12	<b>Stationery and office consumables</b>	Office Stationery, Computer Stationery, Classroom Stationery, Office Consumables etc.	
13	<b>Electrical installations &amp; Accessories</b>	Lamps & lighting Fixture, Decorative Lamps, meter, Distribution Board, LED Lights, Plug, Switch, Wire/ Cable, Electric Fitting/ Accessories etc. Fan (Ceiling/Table/Wall), Water Heater	
14	<b>Lab Consumables</b>	Chemicals, Glassware, Plastic ware etc.	
15	<b>Kitchenware</b>	i. Cooking and Storage and Packing Equipment: Canteen equipment and installations ii. Serving Items: Cutleries, Utensils, Dining Tables Tools and accessories,	
16	<b>Medical and Nursing Equipment and Consumables</b>	i. Medical Equipment: Diagnostic, treatment Surgical Instruments and devices ii. Consumable: Medicines, Dressing and nursing items	
17	<b>Automobiles</b>	Vehicles, Loading and Shifting vehicles, Earth movers, Pull carts, Material Handling Equipment's, Registered Green vehicles.	
18	<b>Communication System, Instruments and Devices</b>	Telephone instruments, EPABX, Wireless Equipment, devices, etc.	
19	<b>Livestock</b>	Livestock including Laboratory samples	
20	<b>Models, Murals</b>	<i>Customized and designed Models, Murals, Gift and Crafts, artifacts and aesthetic items</i>	
21	<b>Sports Material</b>	All Sports Equipment and Materials, Fitness Kit/ Gymnasium items, Sports Apparels.	
22	<b>Uniform and Liveries</b>	Cloth and readymade items for Uniform, Apron, Liveries, Curtains, etc.	
23	<b>Services</b>	i. <i>Printing and, Binding, Publication, Advertisements Services</i> ii. <i>Catering and Tent Services</i> iii. <i>Event Management Services: Stage, Audio- Visual etc.</i> iv. <i>Courier, Transport, Clarence Packing and Logistics Services</i> v. <i>Insurance Services</i> vi. <i>Travel / Transport Serv. including miscellaneous Goods and Services.</i>	
24	<b>Other</b>	Any other Category of Items and Services left	Vendors may Specify

Interested vendors/Service Providers may submit their expressions of interest in the Proforma attached at Annexure-I, along with the following supporting documents in an envelope super scribed "**Expression of Interest for Empanelment of Vendors for supplying (Category)**":

**ELIGIBILITY CONDITIONS:**

Please submit the below mentioned documents:

1. Copies of Registration Certificate of GST
2. PAN Card of the firm.
3. Registration Certificates/Trade Licence
4. Current dealership agreement from Principal/Manufacturer along with SSI/NSIC certificate
5. List of products along with specifications, make and model (if any/as applicable).
6. Audited Statement of Accounts for the last three financial years.
7. Affidavit / undertaking of not being blacklisted by any Govt. Agency/ department.
8. List of clients presently being served (**if any**) with Contact name & address with mobile no.
9. Bank Details on letter head along with cancelled cheque.
10. Offers should be accompanied by a **DD of Rs. 1,000/- (non-refundable) in favour of "CIT Kokrajhar"** payable at Kokrajhar towards the processing fee.
11. On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the CITK after Scrutiny.

**TERMS & CONDITIONS:**

1. The vendors may apply for multiple categories/options. However, vendors need to apply specifically one category in Annexure-I (For applying multiple categories vendors may go for additional copy of Annexure-I) superscribing with the application. The mode of selection will be based on the submission of copies of relevant experiences.
2. The vendor from the empanelled list winning specific quotation will be responsible for supplying the items in required quality and quantity.
3. The validity of empanelment will be for two years.
4. The decision of CITK on both the empanelment and award of specific order shall be final and no queries or appeal for review shall be entertained.
5. CITK reserves the right to cancel the panel and a specific job at any time without assigning any reason, whatsoever.
6. CITK also reserves the right to restrict the opportunity to bid for a specific supply to a limited number of vendors in the panel.
7. The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered / empaneled. However, this will not give any claim to the party for award of work/ purchase order.

7. CITK reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of CITK, 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 CITK.
8. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of CITK and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
9. 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.
10. This document is treated as a valid contract between CITK and Vendor, and adherence to all aspects of fair-trade practices in executing the purchase orders/ work orders placed by CITK from time to time during the registration period.
11. In case of empanelled vendor is found in breach of any terms & condition(s) of CITK 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 EMD/Security Deposits shall be forfeited by CITK, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with CITK.
12. 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.
13. Any vendor can get registered and empanelled any time throughout the year on the recommendation of the Selection Committee. All those firms which are registered and confirmed shall be entertained for various queries.
14. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
15. In all future correspondence with CITK, empaneled vendors are required to quote the Registration No.
16. The CITK 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.
17. Incomplete expressions of interest or expressions not in proper format or received after the due date shall not be entertained.
18. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment at CITK, on the basis of registration certificate of such agencies along with other certified documents.
19. Service Centers: Service Centre in North East India 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 black listed. & the EMD / SD will be forfeited by the Institute.

20. 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 CITK, the vendor must voluntarily pass on the price difference to CITK with immediate effect.
21. Indemnity: The selected vendor shall indemnify the CITK 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 and related services or any part thereof. CITK/ 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.
22. Termination for Default: 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 CITK. ii) If the vendor fails to perform any other obligation(s) under the empanelment.
23. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from CITK (or takes longer period in spite of what CITK may authorize in writing), CITK may terminate the empanelment/ purchase order in whole or in part.
24. All disputes in this connection shall be settled in Kokrajhar jurisdiction only.

Interested vendors may submit their applications superscribing **"Expressions of Interest for Empanelment of Vendors for supplying (Categories)"** to the Registrar, Central Institute of Technology Kokrajhar, Assam-783370 latest by 3.00 PM, 16<sup>TH</sup> March 2021 (Tuesday). Your quotation should be dropped in the Tender Box kept in the Establishment Branch, CIT Kokrajhar only. The EOI Documents will be opened on the day of 17<sup>th</sup> March, 2021 at 12.00 noon in the presence of vendors who wish to attend.

<b>Last Date &amp; Time of Submission of EOI:</b>	<b>March 16, 2021, 3.00 PM</b>
<b>Date &amp; Time of Opening of EOI:</b>	<b>March 17, 2021, 12.00 Noon</b>

**Sd/-**  
**Registrar, CIT Kokrajhar**

**CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR**  
**Registration of Vendors for Supplying Goods**  
*(Format for Expressions of Interest)*

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Manufacturer  Authorized Dealer/Agent  Retailer  Service Provider

Code No. of the Category applied for : \_\_\_\_\_

Firm's Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Full Postal Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State. \_\_\_\_\_ PIN \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_ Email id: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_

PAN of the firm: \_\_\_\_\_

Authorization Letter/Dealership Certificate: \_\_\_\_\_

Current Bank A/c No.: \_\_\_\_\_

*(Statement of last twelve months should be enclosed)*

**Annual Turnover for last 3 years:**

*(Audited Statements of Accounts of last three financial Years should be enclosed). List of the Clients (with Contact person, Mobile/ Tel No, Email) being served during the last three years:*

Details of the DD: \_\_\_\_\_

Signature with Seal: \_\_\_\_\_

Date:

**ACCEPTANACE CERTIFICATE**

I.....(designation)....., of (Name of the Company) ..... hereby accept the above mentioned Terms & Conditions in toto for empanelment of Vendors for supplying “----  
-----“. My tender/bid is complete and I submit my firm bid with due validity as required.

Signature of the authorized person of the Bidder with Company Seal with date

