

Website: www.niepid.nic.in

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**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (DIVYANGJAN)**
Department of Empowerment of Persons with Disabilities (Divyangjan)
(Ministry of Social Justice & Empowerment, Government of India)
Manovikas Nagar, Secunderabad-500 009
(An ISO 9001:2008 Institution)



Date: 12.09.2017

Empanelment of Vendors

Offer for the registration / empanelment of Vendors, are invited from the interested firms/companies, who are in the business of manufacturing, stocking or marketing of goods and services of specified categories as mentioned in the registration documents. Registration form can be downloaded from the institute website i.e. www.niepid.nic.in. Further, any clarifications may be contacted 040-27751741 Extn- 258 email Id – purchase.nimh2011@gmail.com.

Office Superintendent

NIEPID

Instruction to Vendor for Registration / Empanelment of Vendors

The NIEPID, Secunderabad intends to register/empanel the firms/companies who are in the business of manufacturing, stocking and/or marketing of **goods of specified categories**. 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 to which enquiries can be addressed for the Institute purchases.

Sl.No	Name of the goods
1	Stationery Materials
2.	Electrical, Sanitary, Plumbing, Carpentry Materials
3.	Hardware and software of IT Equipments
4.	Furniture
5.	Medicines
6.	Books like Foreign Journals
7.	Event Management Services
8	Hiring of Vehicles
9.	The items which are not listed above may be included

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 NIEPID, Secunderabad will have the following benefits:-

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

3. Empanelment / Registration Procedure.

Procedure for empanelment of vendors with NIEPID, Secunderabad :-

- 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 to "***The Office Superintendent, National Institute of Empowerment of Persons with Intellectual Disabilities, Manovikasnagar, Secunderabad - 500009***" by 11.10.2017.

- 3.6. Applications incomplete in any respect, viz non-submission of any required document or information, are liable for rejection.
- 3.7. The sealed envelope containing the registration form, documents should be clearly superscribed on the top of the envelope as "APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT"
- 3.8. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment at NIEPID, Secunderabad, on the basis of registration certificate of such agencies along with other certified documents.
- 3.9. The following essential documents (whichever is applicable) should accompany with the registration form:
- GST/CST / VAT / TIN No.
 - Trade License; Factory License. (i.e. **For purchase of medicines drug license is required**)
 - 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.

 - **Audited balance sheet or Profit & loss account for last three years.**
 - **Annual turnover certificate for last three years duly certified by a CA firm.**
 - ISO certification if any.

 - 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 three years should be submitted.
 - **For electrical work & Civil work the relevant certificate is required (Ref. Column No. 11) and Labor License required for Civil Contractor and Electrical & Labor License both are required for Electrical Contractor.**
 - **Service tax registration certificate**
 - **Institute may ask the registered vendor/contractor to submit any other certificate from time to time as it may deem fit.**

- 3.10. On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the NIEPID Secunderabad after Scrutiny.
- 3.11. 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 NIEPID Secunderabad procedure, for two years or so, at a time subject to satisfactory performance of the firm during initial registration period.
- 3.12. After getting all the required information & documents 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.
- 3.13. **Service Centers:** Service Centre in Hyderabad/ in major cities, 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.
- 3.14. The agencies which are registered in e-procurement may give the full name which is registered in e-procurement.

Terms & Conditions for Vendor Registration / Empanelment as a Supplier

4.1 General Clause

- 41.1. The said registration 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/empanelled. However, this will not give any claim to the party for award of work / purchase order.
- 4.1.2. NIEPID reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NIEPID Secunderabad 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 NIEPID Secunderabad.
- 4.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NIEPID 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. This document is treated as a valid contract between NIEPID Secunderabad and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by NIEPID, Secunderabad from time to time during the registration period.
- 4.1.6. In case of empanelled vendor is found in breach of any terms & condition(s) of NIEPID Secunderabad 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 NIEPID Secunderabad, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with NIEPID Secunderabad.
- 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 NIEPID Secunderabad, empanelled vendors are required to quote the Registration No.
- 4.1.9. The NIEPID Secunderabad has all the rights reserved 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.

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

4.5 All disputes in this connection shall be settled in Secunderabad, CG jurisdiction only

9. Is your firm registered under?
 - a) The Indian Companies Act, 1956 as amended (attach copy of Memorandum & Articles of Association)
 - b) The Indian Partnership Act, 1932 as amended (attach Statement in register of firms showing names of Partners)
 - c) Indian Factories Act, 1950 (Registration No. & date to be given)
 - d) Any other Act
10. For any further information, person(s) to be contacted with
Name, Designation, Phone (O), (R) & Address
11. Sales Tax Registration No. (attach copies of GST, CST Certificates)
12. Income Tax Registration No (attach latest income Tax clearance Certificate)
13. Reference of Defence/CENTRAL GOVERNMENT ORGANISATIONS Lab/DGS&D/ GOVT. Dept with whom you are already registered, with documentary evidence
14. Bankers Name, Address, A/c No.
15. Are you providing after sale services? If so, indicate
 - (a) Warranty Period
 - (b) Scope of Warranty
16. List of Principal Customers with address
(with special reference to Defence Contracts with proof)
17. Brief Description of the Organization
(i.e., History, Total Area, Present Set-up, Future expansion plans, Depts., Labs, etc)
18. Details of Managerial & Technical Personnel
 - a) Total no. of employees, Administrative, Technical, QC Inspectors, Skilled – unskilled personnel
 - b) The min. requirements, experience & qualification laid down for quality control manager, Supervisors & Inspection staff.
 - c) Is any member of your staff a foreigner? If yes, give details
 - d) Training Programme of Staff
19. Type of Industry: Small / Medium / Large Scale Industry
 - a) In case small Scale Industry, registration No. & date with the Director of Industries with proof.
 - b) In case of Medium Scale/Large Scale Industry, Factory number allotted by the Director General of Technical Development.

20. Year of commencement of manufacture of stores at Sl. No. 6
21. Manufacturing capacity as approved by Government
(Indicate Industrial License No. & Date, Product
& Quantity licensed) and Annual Turnover for last 3 years
(Indicate company's financial year & give estimated value for current year)
22. Electric Power: Sanctioned Installed Utilized
23. Whether adequate facilities are available for water supply, Fire fighting, Security and if so give details
24. Is environment clearance obtained & from which authority (if applicable)
25. Details of stores under production or development
 - (a) Brief details of products manufactured indicating
S.NO. Type, Description, Annual production for last three years
 - (b) Present monthly productions (give no of daily shifts)
 - (c) Spare capacity available
 - (d) Product under development
 - (e) Future plan for development
 - (f) Basic research programme in hand
26. Has your product been tested by any agency? If so, Indicate details
(Copies of quality approval/test certificate/test reports may be enclosed in duplicate)
27. Whether firm is ISO certified or having any other certification?
If so, mention the standards
28. Foreign collaboration if any:
(Indicate Product, Name & Address of the Collaborator,
Year of Collaboration, whether current or not)

29. Raw Materials:

Indicate Requirement, Period for which reserve stock of raw materials is held, Sources of Procurement, percentage of indigenous / imported raw materials. If imported raw materials are used, please indicate Brief Description, Estimated CIF Value, % of FE contents in finished product

30. Details of Items for which patent right of the firm exist.
31. Details of Plants & Machinery, Indicating Description, Make, Rating & Quantity
32. Details of Laboratory & Drawing Office facilities
33. Inward goods inspection & quality control of raw materials/bought out items.
 - a) Available test equipment and facilities in the factory indicating Description, Make, Rating & Quantity.
 - b) Assistance from external agencies
 - 1) Description of the Test
 - 2) Name of the agency carrying out the test.
34. Details of test facilities by way of equipment/instruments held by you

- 35. Inspection and quality control of finished products
 - a) Available test equipment & facilities in the factory
 - b) Assistance from external agencies
- 36. Future plans:
 - a) Expansion Programme
 - b) Installation of New Machinery
 - c) Additional test facilities
 - d) Any other information you would like to furnish
- 37. Whether registered in e-procurement. If yes, give The registered name which is in e-procurement.

DECLARATION

- 1. We _____ (Name of Partner/ Proprietor or share holder) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney. __
- 2. We also hereby declare that all materials related to GAETEC/SITAR shall be treated as CONFIDENTIAL and no information shall be passed on to any unauthorized person without written permission of the CEO GAETEC/SITAR.
- 3. We also undertake the responsibility to inform all subsequent changes in the constitution OR working of firm, affecting the accuracy of the answers now given will be promptly communicated to your Organization.
- 4. Mr. _____ whose signatures are given below is an authorized representative of this firm.

(Specimen signatures of firm's authorized representative)

Place:
Date:

SIGNATURE OF AUTHORISED SIGNATORY
(WITH FIRM'S SEAL)