

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH
BLOCK – FC, SECTOR – III, SALT LAKE, KOLKATA – 700 106
Ph 2337 4125/0479, Fax No (033) 2337 6331

NOTICE FOR REGISTRATION OF SUPPLIERS

Application are invited in prescribed format for Registration of reputed Suppliers having proven experience and capabilities for **supply of all types materials for Office use like Printed materials, stationery, computer peripherals, carpentry, electrical and plumbing materials** amounting upto 25 lakh.

Registration fees is Rs.1,000/- (Rupees one thousand only) payable by DD drawn in favour of Director, NITTTR, Kolkata payable at Kolkata. Application Booklet can be downloaded from the Institute's website <<http://www.nitttrkol.ac.in>>. Registration Fee of disqualified applicant(s) will be refunded. Applications without the above fees will not be entertained.

The firms who have already been enlisted need not apply. However, on expiry of their registration, the registered suppliers(s) willing to continue with registration are to apply afresh for renewal of registration. The firm(s) who have already applied for and paid requisite fee but are yet to register, need to apply afresh. In such cases, the firm(s) need not have to pay registration fee.

Duly filled-in hard copy of application form alongwith requisite application fee should be sent by speed/registered post only addressed to the Director supper-scribing on top of the envelop "**Application for Registration of Suppliers**" at the address mentioned below.

National Institute of Technical Teachers' Training & Research, Kolkata
Block – CS, Sector – III, Salt Lake City
Kolkata – 700 106

NITTTR Authority reserves the right to accept or reject any or all of the Applications for Registration without assigning any reason whatsoever.

Sd/-
Director
NITTTR, Kolkata

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Applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence.

1	Name of the Applicant & Firm	:	
2	Nationality	:	
3	Address	:	
4	a) Regd. Office	:	
	b) Head Office	:	
5	Telephone no.	:	
6	Fax no.	:	
7	e-mail address	:	
8	Constitution	:	Individual / Partnership Firm / Private Ltd. Company / Sole proprietorship Concern / Public Ltd. Company
9	If Partnership firm, names of the Partner(s)	:	
10	a) Relationship of applicant with the firm	:	
	b) Whether the applicant is a Dismissed Government Servant?	:	Yes / No (If yes, give details).
	c) Whether the applicant / firm had been removed from approved list of suppliers from any organization.	:	Yes / No (If yes, give details in separate sheet).
	d) Whether the firm is demoted to a lower class of suppliers at any organization?	:	Yes / No (If yes, give reasons).

Signature with stamp

	e) Whether the applicant is having business banned / suspended by any Government department in the past?	:	Yes / No (If yes, give details)
	f) Whether the firm has any manufacturing unit of their own?	:	Yes / No (If yes, give a list of plant and machineries in a separate sheet).
	g) Whether the applicant is convicted by a court of law?	:	Yes / No (If yes, give details in separate sheet)
	h) Whether the affairs of the firm are being administered by a court or a judicial officer?	:	Yes / No (If yes, give details in separate sheet)
	i) Whether business activities of the firm have been suspended and they are subject to legal proceedings?	:	Yes / No (If yes, give details in separate sheet)
	j) Whether the firm has VAT Registration?	:	Yes / No (If yes, please enclose VAT Clearance Certificate)
	k) Whether the firm has PAN card or IT Clearance?	:	Yes / No (If yes, photocopy of PAN Card should be attached)
	l) Whether the firm has Professional Tax Clearance?	:	Yes / No (If yes, attach P. Tax Clearance Certificate)
	m) Whether the firm has EPF Registration?	:	Yes / No (If yes, attach supporting documents).
	n) Whether the firm has disqualified pursuant to administrative suspension or disbursement by any Dept.?	:	Yes / No (If yes, give details).
11	Name of bankers with full address with nature of Account and Account No.	:	
12	Place of business	:	
13	Whether already enlisted with other department	:	Yes / No (If yes, give copy in support of the statement)
14	If any person working with the applicant is a near relative of officer / official of NITTTR, Kolkata	:	Yes / No (If yes, give details).

Signature with stamp

15. Particulars of Fees paid for the application:

	Demand Draft / Banker's Cheque	Date	Amount	Issuing bank and branch
Registration Fee				

16. Please provide photocopies of certificate and the purchase order issue by the clients for the last three works/services completed. At least one certificate showing value of completed supply of fifty thousand or above is required. The said criteria are not applicable for those vendors whose are already listed with NITTTR, Kolkata as on 01-01-2016 and performing satisfactorily.

I/we certify that the information given above is true to the best of our knowledge. I/we also understand that if any of the information is found wrong, I am liable to be debarred.

(Strike out whichever is not applicable)

Signature(s) of applicants(s) with seal

Name

Signature

Address

Seal

FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s/Sri _____
_____ having
marginally noted address a Customer of our bank are/is respectable and can be treated as good
for any engagement up to a limit of Rs. _____ .
(Rupees _____ only).

The certificate is issued without any guarantee or responsibility on the Bank.

(Signature)

For the Bank

Note:

1. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.
2. Any solvency certificate older than one year from the date of issue of press notification should not be considered.

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INSTRUCTION TO APPLICANTS

1. The downloadable Application Form along with terms and condition is available in the Institute's website <<http://www.nitttrkol.ac.in>>.
2. Applicants in order to qualify must valid proof / authenticated documents in respect of the following items (i) to (iii), duly signed and stamped copies of all pages of Instruction to Bidders and Conditions of contract in the sealed envelope.
 - i. Authentic certificate of supply made in last three years amounting beyond Rs.15,000/- in a single tender should be submitted.
 - ii. Proof of solvency certificate of Rs.50,000/- from scheduled Banks as per prescribed proforma is enclosed in Annexure-I.
 - iii. Valid proof of current (a) VAT/ Sales Tax clearance, (b) Income Tax clearance/current Returns (c) Professional Tax clearance (d) Trade license.
3. Registration fees of Rs.1,000/- (Rupees one thousand only) shall have to be paid by way of Demand Draft in favour of "Director, NITTTR, Kolkata" to be enclosed with the offer. Applications without Registration Fee will not be considered.
4. Duly filled-in hard copy of application form alongwith requisite application fee should be sent by speed/registered post only addressed to the Director supper-scribing on top of the envelop "**Application for Registration of Suppliers**" at the address mentioned below.
5. Conditional Application shall not be considered.
6. Suppliers are advised to satisfy themselves before submitting their applications that they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances, which may influence or affect their enlistment. An applicant shall be deemed to have full knowledge about the procedure. Submission of application by a supplier implies that he has read this notice and all other general conditions and has made himself aware of the scope of the supply to be done and local conditions and other factors having a bearing on the execution of the work as & when required.
7. List of successful suppliers will be displayed on office notice Board and also be informed by post.
8. Canvassing whether directly or indirectly, in connection with Registration is strictly prohibited and the applications submitted by the firm who resort to canvassing will be liable to rejection.

9. For any information, please contact FIC (Central Store) at telephone no. 033-6625-1905 on all working days from 3 to 4 PM.
10. The firms that have already been terminated from the listed suppliers of the Institute are not eligible to apply.
11. Applicants shall have to sign all the pages of registration document and put their seal before submitting their applications.
12. Any change of establishment or other aspects, which may affect the enlistment, should be brought to the notice of NITTTR, Kolkata authority within seven days from the date of such occurrence.

Sd/-
(Director)
NITTTR, Kolkata

General conditions

1. All annexure and enclosures to this Registration form will be treated as an essential and integral part of the Registration document and conditions for enlistment.
2. In these Documents, the terms Applicant denotes a person (which expression includes an Individual /Registered Society /Partnership Firm/ Corporate Body) who submits his offer in response to the above mentioned Notice Inviting Applications.
3. Erasing or over-writing in the applications shall not be allowed. If some corrections become unavoidable, the entire (and not a part of the same) should be scored out, and should be written clearly and legibly, authenticated by the authorized signatory.
4. NITTTR, Kolkata authority shall disqualify the Supplier / Firm if it finds at any time that the information submitted concerning the qualifications of the applicant was false or materials supplied is not at par with the specification meant for.
5. Submission of application will be the conclusive proof of the position that the supplier agrees to abide by all the terms & conditions contained in the Registration documents, and in future, the agency thereby irrevocably binds itself to abide by the instruction & general conditions for the supply framed by NITTTR, Kolkata during the invitation of bids.
6. NITTTR, Kolkata authority shall cancel the enlistment of any listed supplier, if it finds at any time that the performance of the agency is unsatisfactory and in such cases the decision of NITTTR, Kolkata authority will be final & binding.
7. NITTTR, Kolkata shall have the right to alternate or in addition to the empanelled suppliers may also invite bids from appropriate class of supplier registered with Public Organizations or from any other suppliers under DGS&D rate contract.
8. The Enlistment will remain valid three (3) years from the date of issuing of the confirmed letters to qualified vendors.
9. Limited Tenders may be invited from the enlisted agencies for supply goods of estimated value up to Rs.25 lacs based on General Financial Rules, 2005 framed by Govt. of India.
10. Enlistment as a vendor does not confer any right or assurance about the job and NITTTR, Kolkata provides no guarantee in this regard.
11. Enlisted vendors shall remain bound to supply the future requirements up to one year for the particular items for which the firm qualifies as lowest responsive bidder.
12. Unless otherwise provided, the listed vendor/firm will not be permitted to modify its lowest responsive bid under one year item rate contract and no price escalation will be entertained under any circumstance.

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13. No vendor/firm can withdraw its enlistment without any prior notice one month before and in such case, the vendor/firm should complete the supply pending with him or her before withdrawal.
14. Qualified vendors/ firms shall remain bound to submit documents Valid Proof of current (a) VAT/Sales Tax Clearance, (b) Copy of annual statement of Income Tax Returns (c) Professional Tax Clearance. No further reminder will be issued to them in this regard.
15. All the registered vendors / firms will be covered under the rule provisions vide Chapter 5 of “Manual on policies and procedures for purchase of goods”, Govt. of India.

Signature with stamp