|  |  |  |  |
| --- | --- | --- | --- |
| **Registration Form for contractor / vendor** | | | |
|  |  |  |  |
|  | Description | Details | Remarks |
| A | **Category applied for** |  | Attach supporting documents to strengthen the case |
| B | **Agency Detail** |  |  |
| 1 | Name of the Firm |  |  |
| 2 | Legal Status |  |  |
| a | Sole Proprietorship |  |  |
| b | Limited Company |  |  |
| c | Partnership firm |  |  |
| 3 | Business Registration No. & date |  |  |
| 4 | Address - 1 |  |  |
| 5 | Address - 2 |  |  |
| 6 | City |  |  |
| 7 | State |  |  |
| 8 | E-mail |  |  |
| 9 | Website |  |  |
| 10 | Phone nos. |  |  |
| 11 | Fax. / Toll free nos. |  |  |
| **B** | Proprietor / Partner / CEO / MD |  |  |
| 1 | Name |  |  |
| 2 | Position |  |  |
| 3 | Phone / Mobile |  |  |
| 4 | E- mail |  |  |
| **C** | Other Details |  |  |
| 1 | Annual Turn Over last three financial years |  |  |
| a | 2009-10 |  |  |
| b | 2010-11 |  |  |
| c | 2011-12 |  |  |
| 2 | Firm established in year |  |  |
| **D** | Experience |  |  |
|  | Details of three highest value orders executed in last three years with date of completion of order |  |  |
|  |  |  |  |
| **E** | Orders on hand |  |  |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| **F** | **Description** | **Details** | **Remarks** |
|  |  |  |  |
|  | Outstanding performance |  |  |
| 1 |  |  |  |
|  |  |  |  |
| **G** | Staff Details |  |  |
| 1 | No. of Staff with details |  |  |
|  |  |  |  |
| **H** | Affiliation Details and PAN No. |  |  |
| 1 | Income Tax ( PAN Number ) |  |  |
| 2 | Sales-Tax Number |  |  |
| 3 | Financial Resources of Company (Rs. in Lakhs) |  |  |
| a | Bank Facilities Available |  |  |
| b | Overdraft |  |  |
| c | Bonds & Guarantees |  |  |
| d | Letters of Credit |  |  |
| e | Solvency Certificate |  |  |
| f | Others |  |  |
| g | Current Liabilities |  |  |
| h | Bank Cash Credit |  |  |
| i | Other Sundry Credit |  |  |
| j | Fixed Assets |  |  |
| k | Gross Assets |  |  |
| l | Net Assets |  |  |
| m | VAT |  |  |
| **I** | Current status for following Insurance policies stating value and validity: |  |  |
| a | Workman Full Compensation |  |  |
| b | Contractor’s All Risk Policy |  |  |
| **J** | Current status for following license : |  |  |
| a | Labour license |  |  |
| b | Other relevant License |  |  |
| c | P.F. Registration no. |  |  |
| d | ESIC |  |  |
| I | Reference letters from leading Consulting / Client firms |  |  |
| **K** | Any additional information which may strengthen the case of the agency to be selected for the registration |  |  |

**Other Details**:

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Category** | Department |
| **A** | **Suppliers** | **Stores & Purchase** |
| 01 | Stationary |  |
| 02 | Printing – Visiting Cards/forms/Registers |  |
| 03 | Furnishings & Liveries |  |
| 04 | Sanitation |  |
| 05 | Crockery, Cutlery, Plastic items |  |
| 06 | Electronic Items |  |
| 07 | Electrical Items |  |
| 08 | Computers, Printers, Computer Peripherals |  |
| 09 | All type of Furniture – Wooden and Steel |  |
| 10 | Tea, Coffee, Tea Masala |  |
| 11 | Sugar |  |
| 12 | Milk |  |
| 13 | Sweets, Namkin and Packed Food Items |  |
| 14 | All types of General Maintenance Items   * Carpentry & Plumbing items * Electrical Items * All types of Misc. items related to Maint. Stores |  |
| 15 | Computer Network Active and passive Components |  |
| 16 | Hardware items related to woodwork, finishing work etc |  |
| **B** | **Printers (Printing of Brochures & Booklets )** | **Publication** |
|  | Company having pre-press, al-colour dampening 4-colour printing press and post-press facilities. |  |
| **C** | **Contractor** | **Electrical Engineer** |
| 1 | Electrical |  |
| 2 | Audio Visual |  |
| 3 | Mechanical ( Fabrication, pipe lines, pump operations ) |  |
| 4 | HVAC |  |
| **D** | **Civil & Allied works** | **Engineering & Estate** |
| 1 | Construction , Addition & Alteration / Renovation works |  |
| 2 | Landscape contractors |  |
| 3 | Landscaping related equipment and material suppliers |  |
| 4 | Water proofing |  |
| 5 | Painting and polishing work |  |
| 6 | Carpentry work |  |
| 7 | Metal and steel fabrication works |  |
| 8 | Aluminium fabrication work |  |
| **E** | **Computer vendors** | **Computer Centre** |
| 1 | Maintenance contract for Computers, Printers, Servers & other related equipment |  |
| 2 | Maintenance contract for Network switches |  |
| 3 | Facility Management Services for Computers, Printers, Network etc. |  |
| 4 | Server administration support |  |
| 5 | Internet leased line provider |  |
| 6 | Software and Licensing |  |
| 7 | Website/software development |  |

**B. Invitation for pre qualification as registered supplier**

1. Sealed forms are invited for Vender Registration (supplier registration) for the supply of various items/material/articles at IIMA Campus. Period of registration will be five years.

(01.01.2013 to 31.12.2017)

1. Registration form can be downloaded from institute’s website. ( [www.iimahd.ernet.in](http://www.iimahd.ernet.in) )

3. The complete set of documents shall be enclosed in a sealed cover super scribed with

Application for pre qualification as registered suppliers at IIMA Campus and addressed to

**Group Head (ES&E), Indian Institute of Management**, Vastrapur, Ahmedabad - 380 015

and sent through Registered Post/Courier/Hand delivery only.

1. In deciding upon the selection of registered suppliers for the work, great emphasis will be put on the ability and competency of vendor to do good quality work.
2. For each category of information, necessary supporting documents along-with photographs can be attached as Annexes.
3. If the application is taken in favour of the company, a power of attorney in favour of the person who may have signed the tender for the company must accompany the tender.
4. All pages of the document shall be initialled by the Vendor.
5. All corrections, erasures and overwriting shall be initialled by the Vendor.
6. Information furnished in the Performa will be kept **CONFIDENTIAL.**
7. All answers shall be typed or hand written legibly.
8. If the available space is insufficient then vendor may attach the separate sheets. But, original format should be strictly followed and **all the attached sheets shall be of A4 size (210 mm X 297 mm). No other sizes of the enclosures are allowed.**
9. The scopes of work mentioned in the brief of supply of items are provisional and are liable to change and must be considered only as advance information to assist the bidder.
10. The details given by the applicants in the Application form will be evaluated based on Institutes requirement criteria. Institute reserve the right to restrict the list of vendors to be enlisted to any number deemed suitable by it. Institute’s decision for registering the vendors shall be final and binding to all.
11. **A Demand draft of Rs. 2,000/- ( Rs. Two thousand only) shall be enclosed while submission of the filled up form. This amount is non - refundable**.

### C. Instructions to Vendors for Furnishing Information

1. Vendors are requested to submit the details about their organisation, their technical experience, their spare capacity and their competency and suitable evidence of their financial standing as per enclosed format. Vendors will be liable for rejection due to any false or incomplete information furnished in the format.
2. The applicant should have sufficient number of technical and administrative employees for the proper execution of this works. The applicant should submit an organisation chart and CVs of employees who will occupy the key position in the organisation structure for works in IIMA.

### D. Initial Criteria for Eligibility for Pre qualification

1. The applicant should be in Business for a minimum period of three years as on 31st March 2012.
2. Similar works/ supplier experience in relevant category is desired.
3. The agency shall not be black listed by any Govt. / Semi Govt. / Autonomous organizations
4. The Evaluation committee may make a site visit to agencies if required.
5. The evaluation committee will categorize agencies based on their experience and capability in relevant field.
6. Institute reserves the right to accept or reject any application without assigning any reason there of.

**E. Declaration:**

1. I/We agree that the decision of the Institute in selection of Vendors will be final and binding to me/us.
2. All the information and date furnished herewith are correct to my/our best of knowledge.
3. I/We agree that we have no objection if inquiries are made about our works, its related areas and any other inquiry regarding all projects and works listed by us in the Performa.

Place :

Date :

Signature with Seal of the company

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| ***(i)*** |
|  |
| **CATEGORIES: STATIONERY AND OTHER ITEMS** |
|  |
|  |
| |  | | --- | | **Material Code : N Stationery Items** | | Writing Pads, Copier Paper, Letterhead, All Type Of Covers, Stationery Items, Stamps, Stamp Pads, Blank Cds, Files, Bags, Lever Files, Drawing Papers, Toner Cartridges, Mouse Pad, Computer Screen, Computer Stationery, Ring Binder Files, Shoulder Bags, Dust Chalks, Examination Books, OHP Marker, Stickers, Key Holders, Pamphlet Files, Spring Files, Labels, Morocco Folders | | **Material Code: P Printing work** | | Printing Of Visiting Cards, Various Registers, Printing Of Stationery Items, Library Book Pockets, Cards, Work Slips, Coupons, Periodical Record Cards, Various Type Of Forms | | **Material Code: R Furnishing & Liveries** | | Curtain Cloth, Lining Cloth, Curtain Rings, Silver Medals, Stitching Of Curtains (AC), Table Cloth, Shoes, Mattress, Mattress Covers, Terry Cotton And Terry Woolen Uniforms, Bedsheets, Sandals, Umbrella, Rain Coats, Table Mats, Doormats, Blankets, Cotton Tapestry, Coffee Mugs, Dispensary Items | | **Material Code: S Sanitation items** | | All Type Of Toiletry Items, Dustbins, Dish Washing Liquids, Towels, Mosquito Machine And Repellants, Baygon Spray, Citronella Oil | | **Material Code: T Miscellaneous items** | | All Type Of Battery Cells, Grey Cloth, All Types Of Locks | | **Material Code: U Utensils/Crokery items** | | Plastic Buckets, Mugs, All Types Of Vessels, Tea-Kettles, Hangers, All Type Of Crockery And Cutlery, Flasks, Fridge Bottles, Thermoware Water Jugs, Bone China Crockery, Non Stick Pans, Tarpaulin, Mirror, Stainless Steel Items | | **Repairs and maintenance** | | Photo Copier Service, Repairs And Maintenance, Copying Charges, Clocks, White Boards, Calculators, Weighing Scales, Accessories For Solar System, Kitchen Racks | |

|  |
| --- |
| ***(ii)*** |
|  |
| **CATEGORES : CAPITAL ITEMS** |
|  |
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|  |
|  |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | 1. **Electronics** | **2.**  **Electrical** | **3.**  **Computers** | 1. **Furniture** | | **5.**  **Others** | | | | **Turnkey projects** | **Ready made** | | **As per our requirement** |  | | LCD Projectors, Lamps, OH Projectors, Copier Machine, Mobile Phones, Weight Machines, All Type Of Air conditioners (Window / Split / Plant) | Water Coolers,  Fridges, Television, Bottle Coolers,  Pumps, All Type Of Water Dispenser, Music System, P/A System, Fans,  Vacuum Cleaner,  Washing Machine | All type of computers like Desktop, Laptop, Printers, Scanners &  Computer peripherals | Designing of office / section / meeting room / service room etc. | Tables / chairs / side tables | | Tables / chairs / partitions / side table / soft boards / magazine rack / overhead storage | Gas Connection, Fire Extinguishers, Health Club  Equipments Etc. | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  |   ***(iii)***  ***All types of Maintenance Stores Items*** |
|  |
| 1. **All types of Plumbing Items 2. All types of Carpentry Items 3. All types of Electrical Items 4. All types of Misc. items of Maintenance Stores** |
|  |
|  |

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| --- |
| ***(iv)*** |
|  |
| **MESS ITEMS** |
|  |
| |  |  | | --- | --- | | **Material Code: B Tea, Coffee** | | | Tea bags, tea leaves, coffee premix, coffee classic, coffee satchets, Tea Masala, Elaychi |  | | **Material Code: F Sugar** | | | **Material Code: G Milk** | | |