



Ref. No. IITJ/SPS/REG/2014-2015/01

06 February 2015

Registration of Supplier

IIT Jodhpur invites applications for Registration of Suppliers in the prescribed form (attached as Annexure-A) which can be downloaded from the Institute website at URL Link: <http://www.iitj.ac.in> or from Central Public Procurement Portal link: <http://www.eprocure.gov.in>. Registered suppliers are eligible for consideration for procurement of goods through Limited Tender Enquiry costing up to 25 lakhs in each case/each occasion.

TERMS & CONDITIONS FOR REGISTRATION:

- 1) The Registration will be done for the following categories individually & separately:
 - (a) Furniture and Office furnishing;
 - (b) Stationeries and Printing;
 - (c) Computer, Printer and Computer accessories;
 - (d) Electronic goods;
 - (e) Electrical goods;
 - (f) Scientific equipment;
 - (g) UPS and UPS batteries;
 - (h) Printer cartridges;
 - (i) Mess equipment and utensils;
 - (j) General Office equipment, etc.
- 2) Actual dealer of item/Authorized agents/distributors of the manufacturers and firms undertaking job works can be registered with the Institute. **General Order Suppliers are not eligible for registration.**
- 3) The firm obtaining the registration should have valid registration No. of CST / VAT, Service Tax, TIN and PAN No.
- 4) The firm should have continuous record of three years in the same business for which registration is sought; financial turnover of the last 3 years, duly certified by CA. Documentary evidence should be attached.
- 5) The firm must maintain an office / shop / show room registered in its own name, in the market / industrial area or another suitable place for registered items.

- 6) The firm must submit its relevant documents regarding 'Quality Control System' (where applicable).
- 7) Terms and Conditions for providing 'After Sales Service (where applicable)' should be submitted by the firm.
- 8) The firm should have a bank account wherein the payments may be sent directly in the bank.
- 9) The registration shall be accorded to those firms who fulfill the requirement set by IIT Jodhpur. The decision of the Institute shall be final. No correspondence on the decision of Institute regarding rejection of any application shall be entertained.
- 10) The registration shall be initially for a period of one year and can be renewed at the discretion of the Institute based on the firm's track record.
- 11) The registration does not bestow any right to the firm to be automatically eligible for issue of tenders/orders. The registration is liable to be cancelled, withdrawn or suspended in case of breach of the terms and condition and failure of the firm to fulfill the commitment without valid reasons. The decision of the Institute shall be final and binding in this regard.
- 12) The registration is not an endorsement of the performance of the firm and firms to whom the registration is furnished as part of tender are advised to get back to us for feedback on the performance of the firm.
- 13) The firm shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard items / goods or make any false declaration to the Institute or for any other grounds which, in the opinion of the Institute, is considered to be against the public interest.
- 14) New firm may also be considered for registration at any time, provided they fulfill all the required conditions.
- 15) The application shall be submitted in the prescribed form only along with the Demand Draft of Rs. 100/- (Rupees One hundred only), non-refundable in favor of "Director, IIT Jodhpur, Payable at Jodhpur" as registration fee.
- 16) The complete application in the prescribed form separately for each group shall be submitted in a sealed envelope to "Officer In-charge, Office of Stores and Purchase, IIT Jodhpur, Old Residency Road, Ratanada, Jodhpur-342011" through registered post / courier or speed post only, by 02 March 2015 by 03:00 PM. By hand application shall not be accepted.

Note: Please indicate on the top of the envelope the category from the specified list.



Indian Institute of Technology Jodhpur
Office of Stores and Purchase

Supplier Registration Form

Firm's Name : _____

Owner's Name : _____

Full Postal Address : _____

 _____ Pin Code _____

E-mail address : _____

Website address : _____

Contact Person's Name : _____

Contact No. : Phone No:_____ Mobile No.:_____

Fax No. _____

Sale Tax Registration No. : _____
 (Enclosed Xerox Copy)

PAN No. : _____
 (Enclosed Xerox Copy)

Shop Act Registration No. : _____
 (Enclosed Xerox Copy)

Excise Registration No. : _____
 (Enclosed Xerox Copy)

Current Bank Account No. : _____

Actual dealer of item / (Statement of last twelve months should be enclosed)
 Manufacturer/Distributor/ : _____
 Supplier (In case of distributor, please enclose authorization of your Principal)

List of the organizations to : _____
 which the materials have been supplied (if any):

Item(s) name you want to supply: _____

Signature with Seal

Note: Supplier must print CST/VAT No. /TIN No. /PAN No. / Service Tax No. on their Letter Head/Bill/Quotation