

Rajiv Gandhi Indian Institute of Management Shillong
Mayurbhanj Complex, Nongthymmai
Shillong : 793014

NOTICE FOR REGISTRATION OF FIRMS / VENDORS / SUPPLIERS

Ref: RGIIM /S&P/10-11/

Date:21/5/2010

1. RGIIM, Shillong invites reputed firms for registration of their names as vendors / suppliers with RGIIM, Shillong for the under mentioned services and supplies for a period of 3 (three)years, subject to satisfactory performances. Performances evaluation will be carried out every year and firms whose performance is not found satisfactory, fail to abide by the terms and conditions of registration or fail to supply goods / services on time or supply sub – standard goods or make false declaration are liable to be removed from list.
2. The registration will be carried out for the following types of stores / services /supplies:-
 1. Supply of stationery, general purpose items,
 2. Cartridges, Toner, CD, DVD etc
 3. Sanitary items i.e. detergent, DDT, Phenyl etc
 4. Provision of plumbing, carpentry, materials, paints, hardware and various types of general purpose chemical items, thinners, etc
 5. Supply of office equipments, telephone set, electronic goods.
 6. Printing of stationery and allied items.
 7. Supply of electrical goods accessories, fire fighting equipments, etc.
 8. Supply of clothing items, aprons, linen clothing, carpet,curtain, towels, bed sheets, bed cover etc.
 9. Supply of motor parts, accessories, fabrication of vehicle bodies.
 10. Horticulture, Gardening, Transport, catering and allied services.
 11. Computer hardware and software stores, Printers, Scanners, Pendrive, UPS and other accessories.
3. Firms/vendors/ suppliers can apply to Stores & Procurement Officer RGIIM, Mayurbhanj Complex,Nongthymmai, Shillong – 793014 **for registration within 21 days.** Detailed terms /conditions are available on our website: www.rgimshillong.in.
4. **The following documents should be furnished along with the application for registration.**
 1. Valid Trade license from the competent authority for which the firm is authorized to do business.
 2. Latest Income tax, Sales tax and VAT clearance / paid certificate. Xerox copy of the PAN Card should be attached.
 3. Performance details of the firm for the last two years.
 4. Dealership / agency certificate, if any, should be attached. The firm should be dealing with the particular range of items for which registration is sought.
 5. Proof of previous experience, in the subject applied for, is to be given.
 6. Ownership certificate of the firm.
 7. Whether registered with any other Government /Semi-Government department for supply of similar or other items to be mentioned with proof.
 8. DGS & D registration of the firm, if any or permanently registered as an SSI unit, with proof.
 9. Actual financial standing of firms with Bank reference must be stated.
 10. A declaration that no employee of the Institute is a relative of the vendor.
 11. The Firms/Supplier has to give an affidavit on non-judicial stamp paper duly attested of Rs.10/- that there is no vigilance/CBI case pending

against the firm/supplier and the firm has not been blacklisted in the past by any Govt. or Private Organization.

5. The firms who are presently supplying or have been supplying in the past are to apply afresh, stating the nature of supplies / services for which they intend to be registered, failing which their name will not be registered.
6. All copies of documents submitted must be authenticated by a Class-I Magistrate / Notary / Gazetted officer.
7. The firm selected for registration will be notified automatically. However, registration in no way will imply that orders are assured to the firms.
8. Director, RGIIM or his authorized representatives reserves the right regarding registration of firms.
9. Any dispute that may arise will be subject to the jurisdiction of Shillong courts.
10. In case orders are placed and in case of decreased rate, bill should be in accordance with the decreased rates. Vendors are required to certify that rates have not reduced than what has been charged in the bill.
11. The supplier/vendor/contractor shall have to pay a non-refundable processing fee by crossed DD/Bankers cheque of Rs.500/- (five hundred only) drawn in favour of Director, RGIIM, Shillong

(Chief Administrative Officer)
RGIIM, Shillong

CC:(1) PS to Director 2) Purchase Committee (3) Accounts Officer (4) Notice Board & Website of Institute /Government of Meghalaya 6) State Project Officer,
NIC,Shillong-793001: for information and wide circulation please.

1. **Applicability:** RGIIM, SHILLONG enlists supplier/vendor/contractors who intend to work/supply or provide services to this Institute. It is done to have a ready list of suitable and competent supplier/vendor/contractors for RGIIM, SHILLONG so as to minimize requirement of verification of credentials of supplier/vendor/contractors at the time of individual tenders. At the same time only those supplier/vendor/contractors are allowed to continue in the list that remain active in RGIIM, SHILLONG and perform well. Any Individual, Sole Proprietorship Firm, Partnership Firm, Public Limited Company or a Private Limited Company may apply for enlistment as a supplier/vendor/contractor in RGIIM, SHILLONG under these Rules provided the eligibility criteria and other conditions are satisfied. The enlisted supplier/vendor/contractors have to abide by all the rules made herein and as amended from time to time during the currency of their enlistment.
- 2 No individual, or a firm having such individual as one of the partners, who is a dismissed government servant; or removed from the approved list of supplier/vendor/contractors; or demoted to lower class; or having business banned/ suspended by any government department in the past; or convicted by a court of law for moral turpitude, corruption or murder, shall be entitled for enlistment.
- 3 No Officer or any other official employed from group 'A'..... or Class-I gazetted administrative duties in any Department of the Government of India/ State Government is allowed to work in the RGIIM, SHILLONG either as supplier/vendor/contractor or as employee of a supplier/vendor/contractor for a period of two years after his retirement from Government service unless he has obtained prior permission of Government of India to do so. Even after enlistment, if either the supplier/vendor/contractor or any of his employees is found to be a person who had not obtained the prior permission of Government of India as aforesaid, the name of the supplier/vendor/contractor shall be removed from the list of enlisted supplier/vendor/contractors
- 4 A supplier/vendor/contractor is permitted to have enlistment in more than one category and under more than one enlistment authority but not in more than one class of the same category in RGIIM, SHILLONG. A supplier/vendor/contractor is not permitted to have enlistment in more than one name.
- 5 On being registered as a vendor and on qualifying for placement of order (first order) a bearing Security deposit of **Rs 15,000/- (Fifteen thousand only)** is to be maintained with Director, RGIIM in the form of Call deposit during the period of validity of vendor registration.
- 6(a) A partner of a firm or a Director of a company enlisted as a supplier/vendor/contractor cannot be a partner/director in any other enlisted firm/company in RGIIM, SHILLONG.
- (b) A supplier/vendor/contractor will not be enlisted if it was enlisted in any category or class earlier but had remained inactive in RGIIM, SHILLONG during its previous enlistment period if done earlier.
- 7 **Scope** - The enlistment of a supplier/vendor/contractor in RGIIM, SHILLONG shall only entitle him to be considered for issue of tender papers subject to the conditions laid down in each individual Notice Inviting Tenders. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
- 8 **Enlistment Procedure** - The supplier/vendor/contractor shall have to submit the application in a prescribed form (Annexure – I) to the enlistment authority, complete with all documents.
- 9 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected.
- 10 All verification, submission of reports etc are to be pursued by the applicant. Any delay on account of delay in verification, submissions of reports etc will not entitle applicant for any type of enlistment.
- 11 The enlistment authority shall have the right to independently verify the details furnished by the supplier/vendor/contractor and to get works done by the supplier/vendor/contractor inspected and/or to get such other reports as may be considered necessary.
- 12 The decision of the enlistment authority shall be final and binding on the supplier/vendor/contractor.
- 13 The enlisting authority reserves right to limit number of supplier/vendor/contractors to be enlisted in any class or category on All India/Regional/State/Location basis or any other manner decided by the department.
- 14 Enlistment of supplier/vendor/contractors in the department may be closed at any point of time. While closing the enlistment, the department may have a reserved list of eligible supplier/vendor/contractors from the pending applications. Out of this, supplier/vendor/contractors may be enlisted depending on requirement in a particular area or for the country as a whole.
- 15(a) The enlistment shall be valid for a period of three years. The enlistment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of three years from the date of expiry of the previous enlistment/revalidation. The enlistment shall be open to review by the enlistment authority and liable to termination, suspension or any other such action at anytime if considered necessary by the enlistment authority, after issue of show cause notice
- (b) The application for registration would be considered twice a year; once during December and during June. After decision of the Competent Authority on the applications, the eligible registrants would be informed so as to make them eligible to participate in the tenders for the subsequent period.
- 16 The supplier/vendor/contractor shall be governed by the provisions existing at a particular point of time irrespective of when he was enlisted.
- 17 **Eligibility Criteria** - The supplier/vendor/contractors shall have to satisfy the minimum eligibility criteria specified, before they can be considered for enlistment. All supplier/vendor/contractors are expected to keep abreast with enlistment/revalidation rules modified from time to time.

- 18 The criterion for experience, in case of enlistment, shall be the completion of requisite number of supplies/services/works, as the case may be, of prescribed nature and magnitude executed on independent contract basis, during the last three years.
- 19 The financial soundness shall be adjudged on the basis of the Banker's certificate or the working capital certificate, as the case may be, issued by the Bankers of the supplier/vendor/contractor on the format prescribed. Such certificate shall be issued by a scheduled bank and shall be submitted, in original, in a bank sealed cover, addressed to the enlistment authority.
- 20 The criteria for enlistment/revalidation shall be as applicable on date of enlistment/revalidation. Applicant may be intimated when his application and verification is complete. The application may be decided within 30 days of such completion.
- 21 **Processing fee** – The supplier/vendor/contractor shall have to pay a non-refundable processing fee by crossed Demand Draft/ Bankers's cheque of Rs.500/- (five hundred only) drawn in favour of Director, RGIIM, Shillong.
- 22 **Electrical License** - The supplier/vendor/contractors of Electrical category shall have to produce valid electrical license from the competent authority in the name of the supplier/vendor/contractor. They shall keep valid license throughout the period of enlistment by getting it renewed at suitable intervals and submit an attested copy of the same to the enlistment authority after each renewal. In event of any discontinuity in validity of electrical license of the supplier/vendor/contractor, its enlistment and authority to work with RGIIM, SHILLONG will also automatically cease to be valid. For applying for tenders for a work in any state they shall have to possess electrical license of appropriate voltage issued by any State Govt. under Clause 45 of compilation of rule of Indian Electricity Rules 1956 or as amended from time to time. .
- 23 **Change in Constitution of Firm** - The supplier/vendor/contractor/firm shall not modify the existing partnership or enter into any fresh partnership without the prior approval of the enlistment authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents. Any change in status of the supplier/vendor/contractor as an 'Individual' or in constitution of the firm without prior approval of the enlistment authority will render the supplier/vendor/contractor/firm liable to be removed from the approved list of supplier/vendor/contractors.
- 24 If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his (their) individual/joint capacity shall have to apply for the enlistment afresh on the basis of work experience gained as a separate entity.
- 25 If new partners are taken in the firm, each new partner shall have to satisfy the eligibility conditions mentioned herein.
- 26 If the number of original partners of a firm reduces to less than half due to any reason including death of partner(s), the enlistment of the firm shall be withdrawn. Original partners means constituents at the time of Enlistment and those who have remained as constituent for more than 3 years.
- 27 **Change in Address** - While applying for enlistment, the supplier/vendor/contractor should mention address of his Registered office as well as Head Office, if different. All documents i.e. , Bankers' Certificate, Electrical license etc. should bear one of the above addresses, otherwise the same shall not be accepted
- 28 The supplier/vendor/contractor shall intimate the change, if any, in any of the above addresses, in advance or maximum within one month of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, Sales Tax authorities etc. Failure to do so may result in removal of his name from the approved list of supplier/vendor/contractors
- 29 **Near relatives working in RGIIM, SHILLONG** - Supplier/vendor/contractors whose near relatives are Officers/Faculty/Staff at RGIIM, Shillong will not be allowed to tender for supply/works if the Department/Section responsible for award and execution of contract is the one where the near relative is working. For this purpose a near relative shall mean wife, husband, parents, grand parents, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.
- 30 **Review of Approved List of Supplier/vendor/contractors** -The supplier/vendor/contractor shall be required to secure supply/works of appropriate magnitude in RGIIM, SHILLONG during the revalidation/enlistment period. Supplier/vendor/contractors shall be liable to be weeded out for non-observance of enlistment rules. For this purpose the enlistment authority shall have the power to periodically review the approved list of supplier/vendor/contractors.
- 31 **Revalidation of enlistment** - The validity of initial enlistment of the supplier/vendor/contractor shall be as given above. It shall, however, be revalidated on merits, if desired by the supplier/vendor/contractor. The work completed/secured as an associate supplier/vendor/contractor of the main supplier/vendor/contractor, to whom a composite contract was/has been awarded, shall also qualify for consideration of revalidation.
- 32 The supplier/vendor/contractor shall apply for revalidation of enlistment in the prescribed form at least 6 months before expiry with a prescribed re-processing fee Rs.350/- (three hundred fifty only) DD/Banker Check drawn in favour of Director, RGIIM, Shillong .The revalidation application with all documents shall however be accepted upto the date of expiry of enlistment with late fee of Rs.500/- (five hundred only) or as prescribed by the authority.

Annual Confidential report of supplier/vendor/contractors (ACRC)

- 33 Annual Confidential report (ACRC), in duplicate in the prescribed format shall be prepared by the user/ related Department , for the supply/services/ works done by them for the period 1st January to 31st December of the previous year or part thereof. Depending upon criteria fixed by the enlisting authority in respect of ACRC, supplier/vendor/contractors will be considered for revalidation. The enlisting authority reserves full right for fixing criteria for evaluation of ACRC.
- 34 The list of all works, pertaining to RGIIM,SHILLONG and non-RGIIM,SHILLONG, secured , in hand and completed during above mentioned period, shall be furnished by the supplier/vendor/contractor. In case, the supplier/vendor/contractor hides any information, his revalidation will be liable to be cancelled.
- 35 **Revalidation Procedure** - The revalidation shall be done on the basis of evaluation of ACRC on criteria or as decided by enlisting authority
- 36 **Supplier/vendor/contractor's obligations** - The supplier/vendor/contractor should fulfill all his obligations under these rules in time and manner as

specified, failing which he shall be liable for the action as mentioned therein. Some of the obligations are summarized below:-

- a) Prior approval shall be obtained from the enlisting authority before changing the constitution of the firm/company..
- b) Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker, Income Tax and Sales Tax authorities.
- c) He shall continue to possess, throughout the period of enlistment/revalidation, a valid electrical licence of appropriate voltage issued by appropriate authority.
- d) He should secure works of specified magnitude during the period of enlistment/revalidation.
- e) He shall abide by these rules.
- f) He should not indulge in unethical practices and maintain good conduct
- g) He shall execute the works awarded to him strictly as per the terms and conditions of the contract and specifications.

37 Disciplinary Actions The supplier/vendor/contractor shall have to abide by all the rules of enlistment and also by the terms and conditions of the contract and the Notice Inviting Tenders. He shall have to execute the works as per contract on time and with good quality. The enlisting authority shall have the right to demote a supplier/vendor/contractor to a lower class, suspend business with him for any period, debar him or remove his name from the approved list of supplier/vendor/contractors indefinitely or for a period as decided by enlisting authority after issue of show cause notice. Decision of the enlisting authority shall be final and binding on the supplier/vendor/contractor. The following actions of the supplier/vendor/contractor shall, in general, make him liable to disciplinary actions

38 Suspension of business The enlistment authority may suspend business with a supplier/vendor/contractor for indefinite period or for a period as decided by enlisting authority, pending full enquiry into the allegations, if the enlistment authority is prima facie of the view that the supplier/vendor/contractor is guilty of an offence in relation to business dealings which, when established would result in his removal/banning business and it is not considered desirable to entrust new works or continue business with the supplier/vendor/contractor.

39 Removal from the approved list : The name of the supplier/vendor/contractor may be removed from the approved list of supplier/vendor/contractors, by the enlisting authority, if he:

- A) If the vendor is found of trying to influence the committee/staffs/officers by giving bribe, the name will be removed immediately from the list.
- A) has, on more than one occasion, failed to execute a contract or has executed it unsatisfactorily; or
- B) is proved to be responsible for constructional defects in two or more works; or
- C) persistently violates any important conditions of the contract; or
- D) fails to abide by the conditions of enlistment; or
- E) is found to have given false particulars at the time of enlistment; or
- F) has indulged in any type of forgery or falsification of records; or
- G) changes constitution of the firm or Individual without prior approval of the enlistment authority; or
- H) changes permanent address / business address without intimation to the enlistment authority; or
- I) is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved or partitioned; or
- J) persistently violates the labour regulations and rules, or
- K) is involved in complaints of serious nature received from other departments which prima facie appear to be true.
- L) Default in settlement of tax dues like income tax, Contract tax, sales tax, octroi, duties etc.
- M) has already been demoted for other reason(s). or
- N) Ceases to fulfil eligibility criteria based on which enlistment/revalidation was done. Or
- O) is considered not required to be in list of RGIIM,SHILLONG for any other reason considered fit by enlistment authority.

APPLICATION FOR ENLISTMENT AS SUPPLIER/VENDOR

Supporting Documents be annexed with the application form.(Applications found deficient in any respect are liable to be rejected without further correspondence)

Category

1. Name of applicant
2. Nationality Indian Other
3. Address i) Regd office..... ii) Head Office..... (Attach separate paper for addresses of other offices)
4. PAN Card:
5. TIN
6. Telephone Number Fax No.

Vendour E-mail address

7. Constitution: Individual Sole Proprietorship Concern
Partnership Firm Public Ltd. Company Private Ltd.
Company
8. If partnership firm, names of the partners/ If Company, name of directors No
1 2.....
3..... 4.....
5..... 6.....
9. Is the individual/sole proprietor/any partner/director of company:
(a) Dismissed Government Servant Yes No
(b) Removed from approved list of supplier/vendor/contractors Yes No
Yes No
(c) Having business banned/suspended by any government in the past Yes No
(d) Convicted by a court of law for moral turpitude, corruption or murder Yes No
(e) Retired Officer/official from Yes No
Govt. of India within last Two years
(f) Director or partner of any other Yes No
(g) Company/firm enlisted with RGIIM, SHILLONG or any other department
(h) Member of Parliament or any State Legislative Assembly Yes No

If answer to any of the above is 'Yes', furnish details on a separate sheet

8. (a) Name of person holding power of attorney
- (b) Nationality
- (c) Liabilities

9. Name of Bankers with full address

10. Place of business

11. Full time technical staff in applicant's employment

Does the applicant have sufficient T&P, Machinery, Equipment and workshop as per requirements mentioned in the Enlistment Rules for the class & category applied for

Yes

[Attach details on separate sheet]

12. [For Electrical]

i) Does the applicant possess valid Electrical License

Yes

ii) Do the permanent electricians employed by supplier/vendor/contractor posses valid license

Yes

No

13. (a) Whether already enlisted with RGIIM,SHILLONG or any other department

(b) If yes, give details:

(i) Name of department

.....

(ii) Class & category

.....

(iii) Enlistment authority & address

.....

(iv) Enlistment No. & date

.....

(v) Date of validity

(vi) Tendering limit

.....

Is any person working with the applicant is a near relative of the officer/official of If yes, give detail

RGIIM, SHILLONG Yes No

14. Enlistment Processing fee enclosed:-

Draft No.	Date	Amount	Issuing Bank & Branch	Branch drawn upon	In whose favour drawn
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15. Details of Works completed, in progress and secured during the last 3 years. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

16. Certificates from clients in original or attested copy for all eligible supply/services/ works.

17. Certificates :

(i) I/We (including all partners) certify that I/We have read the Rules of Enlistment of Supplier/vendor/contractors in RGIIM,SHILLONG as amended upto-date and shall abide by them.

(ii) 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/ we are liable to be debarred.

(iii) I/We certify that I/We will not get myself/ourselves registered as supplier/vendor/contractor(s) in the Department under more than one name.

(iv) (a) I certify that I did not retire as an Officer of Gazetted rank or as any Gazetted Officer employed on Officering or Administrative duties in any Officering Department of the Government of India/ State Government during the last two years. I also certify that I have neither such a person under my employment nor shall I employ any such person within two years of his retirement except with the prior permission of the Government. (For individuals seeking enlistment in their own name)

(b) We certify that none of the partners/Directors retired as an Officer of Gazetted rank or as any Gazetted Officer employed on Officering or Administrative duties in last two years. We also certify that we have neither under our employment any such person nor shall we employ any person within two years of his retirement except with the prior permission of the Government. (For partnership firms and limited companies).

(Strike out whichever is not applicable)

Signature(s) of applicant(s) :

Name

Signature

Address

1.

2.

3.

Date:

