



Narajole Raj College

Narajole :: Paschim Medinipur :: 721211:: W. B.
Email: narajolerajcollege@rediffmail.com
Website: www.narajolerajcollege.ac.in

Reference No: NRE/47/Vendor/2022

Date: 06/05/2022

Purchase upto Rs. 1,00,000/- through enlisted Vendors

NOTICE

Applications are invited from the registered suppliers/vendors to enlist the Vendors category wise for Financial Year 2022-23 & 2023-24 in order to minimize the processing time of the College. The category of the suppliers/vendors needed is given hereunder and also available in the College Website. The interested registered suppliers/vendors have to submit the **Vendor Registration Form** (attached in Annexure-II) along with all necessary supporting documents to college office in a sealed envelope within 10 days from the publication of the notice. The final list of selected vendors will be published in college website for inviting quotation directly from them by sending the list and specification of materials through e-mail or asking the Party over phone to collect the same from the department as the case may be.

As per G.O. Memo No. 7415-F(Y) dated 04.12.2017 (Notification No.- 2254-F(Y), dated- 24.04.2014 & No. 5400-F(Y), Dated: 25.06.2012 of Finance Department) any purchase above Rs. 1,00,000/- should be processed by inviting the tenders through Website and Newspapers.

Khalua.

Dr. Ranajit Kumar Khalua

Vice-Principal
Narajole Raj College
P.O. - Narajole
Dist. - Paschim Medinipur, Pin-721211

The suppliers/vendors need to submit the following self attested photocopy of certificates along with the Application Form to confirm their eligibility in this part :

- (i) Copy of the PAN Card;
- (ii) Copy of the Income Tax Returns (ITR) for the last year (A.Y. 2021-2022);
- (iii) Copy of GST Registration Certificate;
- (iv) Copy of Valid Trade License for supply of respective items;
- (v) Copy of valid P. Tax Certificate;
- (vi) Document evidencing proper credentials;

Failing to provide these documents along with the application will make the application liable to rejected. All the documents must be submitted in a sealed envelope, signed by proprietor to college office within stipulated date and time.

Last Date of Submission of Application: 20/05/2022



| Serial No | Category of Suppliers | Category |
|-----------|--|-------------|
| 1 | Stationery & Office Materials | Category-1 |
| 2 | Electrical, Hard Wares and Allied items | Category-2 |
| 3 | Repairing of Electrical Items | Category-3 |
| 4 | Chemicals and Glass wares | Category-4 |
| 5 | Computers and Peripherals | Category-5 |
| 6 | Repairing of Computers and Peripherals | Category-6 |
| 7 | Printing job including binding | Category-7 |
| 8 | Printing of Mark-sheets with confidentially | Category-8 |
| 9 | Scientific Instruments/Equipment | Category-9 |
| 10 | Furniture and Interior Decorating (Wooden/Steel) | Category-10 |
| 11 | Repairing of Furniture | Category-11 |
| 12 | Plumber Items | Category-12 |
| 13 | Repairing of Plumbing Items | Category-13 |
| 14 | Building Materials (Repairing) | Category-14 |
| 15 | Sanitary Items | Category-15 |
| 16 | Books | Category-16 |
| 17 | Advertisement Agencies | Category-17 |
| 18 | Essential House hold and Mundane products (Phenyl, Sanitizer, Soap, Broom, etc.) | Category-18 |
| 19 | Water Purification & Repairing | Category-19 |
| 20 | Supply of Tiffin/Sweets/Etc. Food Products for different Occasions | Category-20 |



APPLICATION FOR VENDOR REGISTRATION

(Registration / Renewal of any vendor is need-based and College reserves the right to reject any application without assigning any reason)

1. GENERAL INFORMATION

GENERAL

Name of the firm/company/Supplier _____

Address

STD Code: _____ Phone: _____ Fax: _____
E-mail: _____ Website: _____

Registered Office Address

STD Code: _____ Phone: _____ Fax: _____
E-mail: _____ Website: _____

Name & designation of Chief Executive / Director / Proprietor / Partners

Name & designation of contact person

Phone No. (Office) _____ (Residence) _____

Mobile No. _____

Constitution of the firm/Shop _____

(Public Ltd Co/Private Ltd Co/Partnership/Proprietorship/Joint Sector/
Cooperative)

CIN: (Corporate Identity No.) in case Ltd. Company,

LLA No. in case of Partnership firms:

Please enclose / upload:

- a) In case of Limited companies, an attested copy each of:
 - i) Memorandum of Articles of Association
 - ii) Certificate of Incorporation
- b) In case of Partnership:
 - i) Attested copy of Partnership Deed
- c) In case of Proprietorship/Joint Sector/Cooperative:
 - i) Registration No:
(Attested copy of Registration Certificate needed)

GSTIN _____

- a. GST registration: Normal / Composite
- b. Trade License:
- c. Drug License: (If any)
- d. Pollution Control clearance:
- e. P Tax Details:
- f. PAN Details:
- g. Company status, SC/ST or General: _

If authorized dealer / trader:

Give name of items with which you are dealing _____

Please enclose attested copy of the Dealership Certificate with validity period

2. FINANCIAL POSITION

Name and address of your bankers and account Nos. with MICR No.

Balance sheet for the past three years (please attach)

Profit & Loss statement for the past three years (please attach)

| Year | Turnover |
|------|----------|
|------|----------|

3. REFERENCES OF YOUR MAJOR CUSTOMERS (With Registration details)

- a) Govt.
- b) PSU
- c) Pvt. Sector

Declaration by the vendor
(to be given in letterhead)

On behalf of M/s _____, I/We hereby undertake that at no stage of business our Company will resort to adopt any unethical means like offering bribes to your staff in lieu of getting business. Also, if any of your employees / representatives makes a demand which is unethical in nature, our Company would not succumb to such pressure and would immediately bring to notice of concerned authorities of the respective units.

On behalf of M/s _____, I/We hereby also declare that I/We always supply items of new and in good condition. Damaged or old items will not be accepted and will be returned back at my/our own cost. In such cases the College Authority may eliminate my name from the panel without assigning any reason.

On behalf of M/s _____, I/We hereby also declare that the Proprietor / Partner / Director of M/s _____ does not have any relationship / has relationship with the employee(s) or Director (s) working in your Company, the details of which has been disclosed in our online application. On behalf of M/s _____, I/We hereby also declare that the Proprietor / Partner / Director of M/s _____

_____ always abide the terms and conditions of college authority.

Date:
Place:

Name:
Designation:

Terms & Conditions:

- i) The College Authority may not necessarily send all our enquiries for this category of items as and when we are in the market. This registration does not guarantee award of contracts.
- ii) The College Authority reserve the right to demand from you such sureties as may be necessary as an earnest of your fulfilling contracts/supply orders which we may award you.
- iii) The College Authority may eliminate your name from our panel without assigning any reason.
- iv) It shall be your responsibility to apply for renewal of Registration on payment of stipulated renewal fee and production of requisite documents 90 days in advance before expiry of Registration period to keep your name in the register of approved suppliers.
- v) No fraudulent behavior will be done by me/we/Company.

