



*AN ISO 9001:2008 CERTIFIED INSTITUTE*  
भारत अनुप-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान  
ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES  
(भारतीय कृषि अनुसंधान परिषद), (*Indian Council of Agricultural Research*)  
बैरकपुर, कोलकाता-700 120, पश्चिम बंगाल BARRACKPORE, KOLKATA - 700 120, WEST BENGAL  
Ph.: (033) 2535-6123 Fax: (033) 2535-0415 E-Mail: aao\_ps@rediffmail.com  
Website: www.crijaf.org.in



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File No.: 17-86/Pur./Enlistment/18-19

## ENLISTMENT OF SUPPLIERS

Enlistment / Registration of suppliers at ICAR-CRIJAF, Kolkata

### Registration of Suppliers:-

- I. Details of items for which suppliers are required to be registered (**Annexure-A**)
- II. Detailed Notice for registration of suppliers (**Annexure-B**)
- III. Eligibility criterion for Registration of suppliers (**Annexure-C**)
- IV. Details / documents to be submitted along with application (**Annexure-D**)
- V. Proforma for enlistment as approved supplier (**Annexure-E**)



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ANNEXURE-A

Details of items for which suppliers are required to be registered

Registration of Suppliers:-

Application on parties own letter-head are invited for registration of suppliers from manufacturers/ suppliers/ vendors/ authorized dealers/ authorized importer only for supply of following:-

Sl No	Item Category
<b>A. Electrical Items &amp; General Office Items</b>	
A-1	Electronic Items & Accessories (Stabilizer, T.V, Energy Meter etc.)
A-2	Electrical Appliance (Switches, wire, bulbs, tubes, etc.)
A-3	Computers & Accessories (Desktop/Laptop/Printer/UPS etc.)
A-4	Computer Stationary (Cartridge, Paper, Ribbon etc.)
A-5	Fire Fighting Equipments: Consumables, Extinguishers (All types)
A-6	Drinking Water Cooler / Water Purifier etc
A-7	Computer Stationery
A-8	Photocopier
A-9	Refrigerator
A-10	Air Conditioner
A-11	Furniture (Office), including Computer furniture and guest house furniture
<b>B. Servicing / maintenance/ work contract/job work</b>	
B-1	Servicing of electronic items including Photocopiers, PA System etc
B-2	Servicing of Computers & lab equipment's
B-3	Transportation/hiring of vehicles (please submit the fleet of available vehicle with commercial registration and other documents in support as a service provider)
B-4	Servicing of Machinery spares
B-5	AMC of computer and computer peripherals
B-6	AMC of water purifier/cooler
B-7	AMC of Photocopier machines
B-8	AMC of Air Conditioner (Split & Window types )
B-9	Fire Fighting Equipment's: Consumables, Extinguishers (All types)
B-10	Supply of Manpower- Highly Skilled, Semi-skilled, Skilled and also unskilled (Please submit documents as per statutory requirements)
B-11	Pest / Rodent control
B-12	General misc. office items such as stationeries, printing, maintenance of vertical blinds, glass papers
B-13	Maintenance of EPABX / Intercom
B-14	Publication of press advertisement (on All India basis) at DAVP rate
B-15	Catering
B-16	Repairing of vehicle
<b>C. Supply of Laboratory Equipment / Instrument</b>	
C-1	Weather Monitoring Instruments
C-2	Farm Implements (Tractor/Power Tiller/Trolley/Jungle Jim, gardening/Pre & post harvesting equipment) etc.

The list of suppliers finalized against this advertisement will be valid for a period of 03 years



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ANNEXURE-B

### DETAILED NOTICE FOR REGISTRATION OF SUPPLIERS

Request for registration are invited on behalf of the Director, ICAR-CRIJAF, Kolkata from suppliers/vendors/manufacture/authorized dealer/authorized importer only for the item mentioned in the Annexure-A.

#### Special Notes/conditions:-

1. Parties interested for registration may submit their request to undersigned separately for each category of items clearly indicating sub-category and description of items for which registration is being sought. The application complete with all documents as per Annexure C to E must be submitted by **04-07-2018 upto 1:00 pm**
2. Incomplete applications will be rejected by ICAR-CRIJAF without assigning any reason whatsoever. No further correspondence in this regard will be entertained.
3. Registration of a vendor/supplier will depend on the competence of the party to supply the required category of items, based on the documents/information submitted by party and as assessed by ICAR-CRIJAF at their sole discretion.
4. Registration of a vendor does not guarantee for placement of purchase orders.
5. The supplier(s) will be registered initially for a period of 03 years.
6. Credentials, manufacturing capability, quality control systems, past performance, after-sales service, financial background etc., of the supplier shall be carefully verified before registration.
7. The supplier will be registered for a period of 03 years depending on the nature of the goods/service. At the end of this period, the registered supplier willing to continue with registration is to apply afresh for renewal of registration.
8. The performance & conduct of the registered supplier shall be watched by the office during the period of registration. The registered supplier are liable to be removed from the list of empanelled suppliers 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 goods or make any false declaration to any Government agency or for any ground which, in the opinion of the Government/ICAR, is not in public interest.

Complete applications giving the required information / documents should be submitted in sealed envelope super-scribed as "(Name of the work) and NIT No. **11/2018-19 dated 14.06.2018**".

**The Director**

ICAR-Central Research Institute For Jute & Allied Fibres  
Barrackpore  
Kolkata 700 120

*I agree to abide by the conditions mentioned above*

Place:.....

Signature and seal of Agent / Vendor

Date:.....

### DECLARATION

(To be submitted by the proprietor on the letter head of the firm)

I.....designation.....of  
.....being authorized  
signatory solemnly affirm that I have carefully read all terms & conditions as laid down in the  
form for registration of suppliers for supply of  
.....

Signature, name & official  
Seal of authorize signatory

Name:.....

Address with contact no:.....



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ANNEXURE-C

### ELIGIBILITY CRITERION FOR REGISTRATION OF SUPPLIERS

1. Applicant shall be manufacturer or authorized dealer/ vendor/supplier/importer of items for which the registration is sought. A copy of the Manufacturers Authorization Letter must be enclosed with the application.
2. Applicant shall have sufficient experience of supply of critical Instruments in Research Institute/ Industries/Govt. Department/ Institute of ICAR for which registration is sought.
3. Applicant shall furnish copies of at least 03 nos purchase orders executed by them with performance reports of any Research Institute of ICAR/PSU/Govt. Departments/ reputed public or private organisations during the last years for the items for which the registration is sought.
4. The firm must also submit copies of other relevant certificates viz. valid trade license, GST registration certificate, IT Return of last 02 Financial Year (2015-16 & 2016-17) along with PAN of the firm.
5. In case the firm is a partnership firm a copy of document related to incorporation of Partnership Company giving therein the details of the partners and the authority to the partner to sign this application for enlistment and to enter into agreement with the Institute, if enlisted.
6. Empanelment fee of ₹ 500/- (Rupees five hundred) only should be submitted through Demand Draft (non-refundable) in favour of ICAR-Unit-CRIJAF payable at Barrackpore.



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ANNEXURE-D

### DETAILS / DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION

1. Applicant shall furnish details of facilities / capabilities against all the three Para of Eligibility Criteria (Annexure C) along with documentary evidence like photocopies of Purchase Orders & performance Certificates of ICAR/PSU/Govt. Departments/ reputed public or private originations for the orders executed during the last 03 financial years (2015-16, 2016-17 & 2017-18) in support of the same.
2. Signed terms & conditions & declaration as mentioned in Annexure B.
3. Annexure E, duly filled, in duplicate, on the letterhead of the firm with requisite documents as specified therein.
4. Applicant registered as MICRO, SMALL or MEDIUM Enterprise under "The Micro, Small & Medium Enterprises Development (MSMED) Act, 2006", promulgated by Govt. of India, vide notification dated 16.06.2006 (and as amended from time to time) shall indicate the relevant category in their application and also enclose copy of relevant certificate issued by the concerned authorities.

**PROFORMA FOR ENLISTMENT AS APPROVED SUPPLIER**

(To be submitted in **duplicate** on applicants own Letter Head)

Name, Sl No and category no of item for which registration / enlistment is required/  
applied for:

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1.	Name of the Firm / Company	
2.	Address of Regd. Office with Phone No., Fax, e-mail & name of contact person	
3.	Address of Works with Phone no., Fax, e-mail & name of contact person	
4.	Year of establishment / Incorporation	
5.	History and organizational structure of organization of firm/company (to be attached)	
6.	Whether manufacturing firm/dealer/authorized importer	
7.	If not a manufacturer, please indicate the name and address of manufacturing unit and nature of association with manufacturing firm with documentary evidence	
8.	In case of authorized dealer / agent / distributor, photocopies of authorization certificate from Principle to be enclosed	
9.	Registration with statutory authorities (in case of partnership firms, copy of partnership deed), Registrar of Companies, State, SSI/NSIC, ESI, Sales Tax Authority/ DGS&D and /or other documents as per statutory requirement as service provider etc. Photocopy to be enclosed	
10.	Does your firm fall under MSMED Act 2006? Is so, attach a copy of Registration Certificate	
11.	GST, PAN, ESI, EPF registration number, Photocopies to be enclosed	
12.	Excise Registration (ECC) No. Photocopy to be enclosed	
13.	Name and items and range of manufacture details (Broacher/leaflet if available to be enclosed)	
14.	Previous experience for similar jobs (Work order / Purchase Order copies executed for the reputed customers for the last 03 financial years to be enclosed)	
15.	Enlistment with Govt./PSU/Research Institute/ICAR Institutes/ Inspection agency. Photocopy to be enclosed	
16.	Performance certificate from reputed customers. Photocopy to be enclosed	

17.	Please give your consent to accept payment by ECS (Electronic clearing system). Mandate form to be provided duly signed.	
18.	Any special achievement / commendation, ect	
19.	ISO Certification. Photocopy to be enclosed	
20.	Certificate of Labour Commission issued by the Govt. of India /State Govt. (Regulation and Abolition) Act, 1970. Photocopy to be enclosed	
21.	Whether you have been blacklisted by any of the PSU's / Govt. Dept. If so, indicate details	
22.	Details of empanelment fees	

Place:.....

Signature with seal seal

Date:.....