

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, DESIGN AND MANUFACTURING, KURNOOL

Jagannathagattu, Dinnidevarapadu, Kurnool-518002, Andhra Pradesh, INDIA
(An Institute of National Importance funded by MHRD, Govt. of India)

Ph: 08518-289115

purchase@iiitk.ac.in

www.iiitk.ac.in

INVITATION OF APPLICATIONS FOR REGISTRATION OF VENDORS

1. The IIITDM KURNOOL invites Applications from eligible manufactures / Dealers / Supply Contractors established in supplying the following Group / Category of items to register in INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING KURNOOL as approved Supplier / Vendors.

- 1) Hardware items
- 2) Electrical items
- 3) Bolts & Nuts (Fasteners)
- 4) Stainless steel,
- 5) Batteries
- 6) Pumps and Motors of all types
- 7) Air conditioners, fridges, water coolers, TVs, & DVD's
- 8) Electronic items
- 9) Spares & other auxiliary equipment's
- 10) Printing / Stationary items
- 11) Miscellaneous items
- 12) Mechanical Equipment's / Items
- 13) Service Providers
- 14) Office Furniture's

2. Interested eligible parties may obtain further information and download the Vendor registration document from our website www.iiitdmkl.ac.in.

3. Applications should be forwarded to the following address:

The Registrar In charge
IIITDM KURNOOL,
Jagannathagattu, Dinnidevarapadu,
Kurnool-518007.

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4. The Application received along with requisite documents shall be examined and if necessary the Shops / Offices of the Suppliers / Firms etc., will be visited for inspection in order to assess the business stand and financial potentials / standards.

5. IIITDM KURNOOL reserves the right to register any Vendor / Supplier or otherwise without assigning any reasons.

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Vendor Registration Document

REF: IIITK/S&P/VR/19-20/

DATE: _____

APPLICATION FORM FOR VENDOR REGISTRATION / RENEWAL OF VENDOR REGISTRATION

APPLICATION FOR:

- A) FRESH VENDOR REGISTRATION
- B) RENEWAL OF VENDOR REGISTRATION
- C) EXISTING VENDOR REGISTRATION NO (If you are already registered with IIITK)

1.0 DETAILS OF CATEGORY OF ITEMS FORWHICH THE REGISTRATION IS DESIRED

S.NO.	Items Details	Category Code

Name of the Company/Firm/Shop:

1.02 Complete Address:

1.03 Name of Managing Director/: Manager/Partners

1.04 Telephone No. :

1.05 Fax No. :

1.06 E-mail Address:

1.07 Complete Address of Works/Factory:

1.08 Name of the Authorized Persons:

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1.09 Telephone No. :

1.10 Fax No. :

1.11 E-mail Address:

1.12 Web site Address (if any):

2.00 Constitution of Firm (Vendor): Private Ltd. /Public Ltd. / Proprietary/patner ship

2.01 Year of Constitution:

2.02 Nature of Business Registered for:

3.00 Please Enclose copies of:

3.01 In case of Limited Company.

a) Memorandum of Article of Association:

b) Certification of Incorporation:

c) Entry in Form "A" from Registrar of firms:

3.02 In case of Partnership

a) Partnership deed Copy:

3.03 In case of Proprietorship

a) Registration Certificate:

3.04 No. of Permanent Managing Staff

(Attach Statement indicating Name, Post:
Held and No. of years' experience).

3.05 No. of other permanent Staff indicating:

Skilled, Unskilled workers (Attach List)

4.00 GSTNO: (Copy to be submitted.)

4.02 Digital Signature Certification (DSC):

Details (if any)

5.0 Are you Manufacturer/Stockiest/Traders/ :

Supplier

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5.01 If Manufacturer indicate items manufactured
Specifying each item separately along with:
Production capacity for each item.

5.02 Details of Manufacturing Machinery,
Equipment and testing equipment's available.
(Please attach List.)

5.03 Are your unit registered with MSME? :
a) (Please specify No. and enclose copy of
Valid Certificate.)
b) Whether belongs to SC/ST registered firm
(Please specify)

5.04 Are your unit registered with NSIC? :
(Please specify No. and enclose copy of valid Certificate.)

5.05 Annual Sales Turnover. :

5.06 No. of People employed:
(Please attach List.)

6.0 If Authorized Dealer/Stockiest / Supply:
Contractor

6.01 Registration No. under Shops &
Establishments Act:

6.02 Details of items stocked. :
(Please attach detailed list of items stocked
And Copies of authorized dealership letters)

7.00 If Trader:

7.01 Details of items stocked. :
(Please attach details list of items being sold)

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8.00 Annual Sales Turnover for last three years:

8.01 Total Working Capital. :

8.02 Name of Major Customers:

8.03 Name and address of your Bankers:

Account No. :

RTGS Details:

8.04 Largest Single Order executed during the:
Last three years.

(Attach copy of order along with copy of
Acknowledged Challan and Invoice.)

8.05 PAN Number:

9.00 References. :

9.01 Registration with Government/Public Sectors:

(Attach Copies of Registration Certificates.)

9.02 Purchase order issued by the above. :

Organizations (Attach Copies of Purchase
Orders for which Registration is sought.)

SL.NO	PO.NO / W.O.NO & DATE	MATERIAL SUPPLIED	VALUE (RS.)

9.03 Performance Certificate from reputed:

Customers if any. (Attach Copies of
Certificates.)

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10.0 Were you at any time block listed? :
(Please specify details.)

11.0 Any other information. :

NOTE: Qualification Requirements are to be notarized where ever asked for are to be submitted failing which your application will be rejected.

Place:

SIGNATURE OF THE VENDOR

Date:

(with Official Seal)

FOR INTERNAL USE			
Comments & Recommendations of the Committee:			
VENDOR REGISTRATION NO.		DATE OF REGISTRATION	
INITIALS OF PROCESSING OFFICER		VALIDITY TILL DATE	

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Qualification Requirements

1. **NOTARISED** Documentary proof in support of supply of tendered category of items to CFTI ((IITS, NITS, IISCS, IISERS, IIITs etc.) / Industrial Organizations /PSUS for the last three consecutive years. (Purchase Order copies).
2. **NOTARISED** Certificate of GST Registration.
3. **NOTARISED** Memorandum of Article of Association, Certification of Incorporation or Partnership deed Copy or Registration Certificate.
4. **NOTARISED** Annual turn-over of not less than Rs.15.00 lakhs in one single year during the last three years. Profit and Loss account with balance sheets to be enclosed for last three years.
5. **NOTARISED** Registration document as Micro & Small Enterprises (MSEs) if applicable
6. **NOTARISED** Proof of document as MSEs Owner by SC/ST Entrepreneurs if applicable
7. **NOTARISED** Registration document of NSIC if applicable

Note: Qualification requirements of (1, 2, 3, 4, 5, 6, and 7) are to be notarized and submitted failing which your application will be rejected.

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SPECIAL TERMS AND CONDITIONS – VENDOR REGISTRATION – MONETERY LIMIT UPTO Rs.25.00 LAKHS.

1.0 SCOPE OF SUPPLY:

1.01 The supply proposed to cover the requirement of various departments for all the departments Owned, chartered, managed by the IIITDM KURNOOL and requirement of various needs of this Institution. The supply is required to be made to our Central Stores, IIITDM KURNOOL on door delivery basis.

2.0 PERIOD OF REGISTRATION:

2.01 The period shall be for three years duration from the date of enlistment.

2.02 However, the IIITDM Kurnool reserves the right to renew for a further period of three years with renewal charges & specific request from the Vendors and subject to performance of last three years.

3.0 UNIT RATES OF SUPPLY:

3.01 The Prices quoted shall be exclusive of taxes and duties but inclusive of all expenses Connected with packing, forwarding, handling, transportation and insurance etc., for FREE DELIVERY at our Central Stores Complex, IIITDM KURNOOL and FOR IIITDM KURNOOL. It is the responsibility of the supplier to clear the materials through Octroi, Check Post, Toll check, Customs etc., if any at their cost only, while transporting and delivering the materials.

4.0 SUPPLY:

4.01 The items to be supplied exactly as per the quantity ordered.

4.02 In case of excess supply, the payment will be restricted to the quantity ordered only.

4.03 IIITDM KURNOOL reserves the right to cancel the registration and forfeit the Standing deposit in case of supplier's failure to affect the supply against the orders awarded.

5.0 CERTIFICATES:

5.01 The Test Certificates and Guarantee Certificates wherever required / asked for shall be submitted along with the supplies.

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6.0 QUALITY:

6.01 Quality is the essence of the contract. The supplies should be in conformity with the standards indicated in the order.

7.0 DELIVERY PERIOD:

7.01 The normal delivery period allowed by the IIITDM KURNOOL will be indicated in the purchase order. However, the supplier should be in a position to improve upon above delivery period and supply to meet our requirement

8.0 LIQUIDATED DAMAGES:

8.01 Liquidated Damages by way of penalty a sum to be not less than 1% per week and maximum of 10% value of such order or portion thereof not executed within the scheduled delivery period shall be recovered from the supplier's bill.

9.0 AWARD OF PURCHASE ORDERS:

9.1 Tender will be issued to the registered vendors only for the items for which the registrations are done.

9.2 The rates quoted by different tenderers will be compared and purchase order awarded to the tender whose offer is found competitive and reasonable.

9.3 It shall be the sole discretion of the IIITDM KURNOOL to accept any tender or to split any quantity and award or any other method deemed to fit in the opinion of the IIITDM KURNOOL.

10.04 The IIITDM KURNOOL reserves to itself all rights to accept to any tender in full or part at its sole discretion without assigning any reason. The IIITDM KURNOOL decision in this respect will be final and binding on all the tenderers.

11.0 PAYMENT PROCEDURE:

11.01 After completing the supply against the orders issued the supplier should submit their bill to the paying office specified in the Purchase Order along with the following documents.

a) Bill to be submitted in duplicate along with the original and duplicate delivery challan duly signed by the designated consignee and affixing office Seal as specified in the purchase order in token of having received the materials as per the specifications of the purchase order.

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b) The payment will be effected within the 30 days on receipt of the bill / invoice in this office accompanied with the delivery challan duly signed by the consignee and relevant certificates / documents if any.

c) No other payment procedure / terms offered by the tenderers will be considered.

I / We hereby confirm having read and understand all the terms and conditions and annexure – B,
I / We hereby agreed to abide by them.

Place:

Date:

SIGNATURE OF THE AUTHORIZED PERSON OF THE FIRM & DATE
(With Rubber Stamp of the Firm)

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VENDOR REGISTRATION

1.1 IIITDM KURNOOL intends to register vendors in order to develop a comprehensive data base of vendors for procurement of quality Goods leading to value for money.

1.2 It is to be borne in mind that vendors are our valued business associates and therefore it would be necessary to cultivate vendors to enable the company to meet the targets

Register of Approved vendors

2.1 In respect of registered firms, the technical and financial capabilities are checked at the time of registration, which is granted for specific items and specifications and incorporates the assessed capacities. Procurement of stores should normally be made from registered manufacturers and suppliers.

2.2 Based on the classification of material, a "Register of New suppliers of Contractors" in respect of items for which registered shall be maintained by PURCHASE department.

2.3 This list should be updated regularly and additions to this list will be recorded in the register. Dealing personnel will have to verify and include the newly registered vendors in subsequent lists for issue of limited tender.

Who can apply?

3.1 Any firm, situated in India or abroad, who are in the business of manufacturing, stocking or marketing of stores and operating operator of services of specified categories, shall be eligible for registration.

3.2 The requests for registration from eligible vendors shall be entertained through the downloading of "application forms" from IIITDM KURNOOL web site by the Vendors.

3.3 The application forms for registration shall be displayed appropriately with unambiguous and clear cut instructions or requirements for registration and of the supporting documents or standing deposit, in the form of "guidelines" which shall also include the code of conduct expected out of the firms desiring to be registered as Approved Vendors.

Evaluation for Registration of vendors

4.1 The criteria to be fixed for registration for supply of categories of store items is submission of the following documents a) Documentary proof in support of supply of tendered category of items to CFTI ((IITS, NITS, IISCS, IISERS, IIITs etc.) /Industrial Organizations/PSU for the last three consecutive years

b) Certificate of GSTN

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- c) Memorandum of Article of Association, Certification of Incorporation or Partnership deed copy of registration certificate
- d) Annual turnover of not less than Rs 15.00 lakhs in one single year during the last three years. Profit and loss account & balance sheet to be enclosed.
- f) Proof of document as Micro & Small Enterprises (MSEs) if applicable
- g) Proof of document as Micro & Small Enterprises (MSEs) owner by SC/ST entrepreneurs if applicable
- h) NSIC

4.2 The filled in application forms from vendors will be scrutinized by the committee members nominated for this purpose for its completeness and in case of deficiencies or shortcomings, the same may be communicated to the vendor for compliance by mail or by display in IIITDM KURNOOL Website. Request for re-verification and review made by the vendor after compliance and submission of required documentary proof, may be put up to the Competent Authority for review and decision

Committee members constituted by representatives from Purchase / Technical / Finance are nominated for the evaluation purpose. Committee members may inspect the firms if necessary to gain firsthand knowledge of all his activities and seek clarification on any aspect of his working, including information of products similar to those for which the vendor is to be approved, to facilitate assessment. The Head of respective Departments are to nominate officers as requested by the Purchase Department

4.4 The Registration of the firms will not be considered in the following circumstances:-

- (a) If a particular firm or vendor or company has been debarred by Central or State Government, Statutory Agencies, the any other firm or company having same Promoters or Directors or Partners from the debarred Company is not considered for registration or if already registered may be barred from business dealing for the duration for which the debaring of the firm or vendor or company persists on receipt of such intimation or information.
- (b) If the Vendor fails to voluntarily submit changes in any time-sensitive data supplied at the time of original application of registration.

Competent authority for granting registration

5.1 The Registrar Incharge is the Competent Authority for approving the application for registration and granting of registration where the financial implication for each particular type of material(s)/service(s)/work(s) in a particular year is not expected to be over Rs 50 lakhs and with the approval of Director where the financial implication for the same in a particular year is expected to be over Rs 1.00 crore. The purchase department, upon fulfilment of all the conditions prescribed for registration by the vendor, shall put up a proposal for the approval of the competent authority. Wherever, a visit was made by the team of officers of IIITDM KURNOOL to the premises of the vendor, "Appraisal Report" by the visiting Team along with their recommendations is submitted to the competent authority for approval

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The cases for registration will be dealt with by the Materials department on quarterly basis or early depending on the number of pending applications

Issue of Registration Certificate:

6.1 On approval of the recommendation for registering a firm for supply of items by Competent authority, a formal letter enclosing Registration Certificate shall be sent to the firm indicating the items or equipment or products or facilities, and value limit, as the case may be, for which he is registered with the Company.

Broad Categories for Registration:

7.1 The registration of the vendors may be in the following categories / Group of items

- 1) Hardware items
- 2) Electrical items
- 3) Bolts & Nuts (Fasteners)
- 4) Stainless steel,
- 5) Batteries
- 6) Pumps and Motors of all types
- 7) Air conditioners, fridges, water coolers, TVs, & DVD's
- 8) Electronic items
- 9) Spares & other auxiliary equipment's
- 10) Printing / Stationary items
- 11) Miscellaneous items
- 12) Mechanical Equipment's / Items
- 13) Service Providers
- 14) Office Furniture's

7.2 Other than above specified categories, the vendors are considered for registration broadly

- (a) Manufacturers, who supply Indigenous items.
- (b) Agents or Distributors of such manufacturers, who desire to market their production only through their agents.
- (c) Foreign Manufacturers with or without their accredited agents or agent in India.
- (d) Stockiest of imported spares and other specified items.

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(e) Supplier of imported stores who is having regular arrangement with foreign manufacturers

Validity of Registration:

8.1 The period of validity of registration shall normally be 3 years unless specified in the Certificate of Registration. However, enlistment of newly commenced firms will be considered initially only for one year and will also be subject to 100% inspection of their works or supplies

Renewal of Registration:

9.1 The Registered vendors are required to renew their registration by submitting a renewal application three months before expiry of the existing registration. The renewal of registration may be considered for approval by the competent authority after review of the performance of the vendor during the validity of the registration.

Inclusion of Additional Items or Expansion of Scope:

10.1 During the validity of the registration of a Vendor, an application for inclusion of additional items may be considered by the Competent Authority depending on merit of each case and proof of experience or supply in the new line. After approval an addendum to registration certificate will be issued.

Premature Termination of Registration or Removal of Names of Vendors form Approved List of Vendors or Contractors or Suppliers:

11.1 The registered vendors are liable to be removed from the approved list of vendors, when:-

(a) They fail to abide by the terms and conditions under which the registration has been granted and for failure to inform IIITDM KURNOOL of any change in their status such that they no longer meet the registration qualification criteria.

(b) Makes any false or misleading information or declaration and knowingly sent copies of forged documents which got detected at a later date.

(c) Supplies stores of inferior quality.

(d) Renders services of inferior quality than the contracted ones.

(e) Fails to execute a contract or failed to execute it satisfactorily.

(f) Is declared bankrupt or insolvent.

(g) Fails to submit the required documents or information for renewal of registration, where required,

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(h) Vendors barred or black listed by Government Agencies or Statutory bodies, other Industrial organizations, PSUs or with whom commercial transactions have been suspended for sufficient and justifiable reasons.

(i) Any other firm or company having same Promoters or Directors or Partners as the barred or blacklisted Company as per para (h) above for the duration for which the barring or blacklisting of sister concern persists.

(j) Vendors who had fraudulently dealt with the company for pecuniary gains or had connived with anyone for mutual benefit.

(k) Vendors who knowingly collude to defeat competition with the aim of deriving undeserved profit or gain from doing business with IIITDM KURNOOL.

(l) Any other ground which, in the opinion of the registering authority, the retention of the vendor's name in the list of registered vendors is not in the interest of the company.

Suspension of Business Dealings with Vendor:

12.1 In case of vendors falling under any of the above categories, procurement Incharge gives a written warning to the defaulting vendor(s), giving him or them an opportunity to explain his or their delinquencies and to improve upon the performance. Based on the periodical review of performance of the registered or not registered vendors, they can be placed under temporary suspension of the dealings, or for revocation of the registration for the reasons mentioned above or any other reasons attributed to the vendors. It is the responsibility of the dealing section to initiate de-registration procedure in all cases and to follow it up to its logical conclusion. The order of suspension shall specify the period of suspension.

12.2 A copy of the suspension order will be referred to concerned Vendor's file and to the Vendor's registration by removing the Approved Vendor Status till the completion of the suspension period.

12.3 Suspension of Business dealing with suppliers/ contractors will be dealt in accordance with the Guidelines issued from time to time by the management.

Revocation of Orders:

13.1 In order for suspension passed for a certain specified period shall be deemed to have automatically revoked on the expiry of the specified period and it will not be necessary to issue a specific formal order of revocation, except that an order of suspension passed on account of doubtful loyalty or security considerations shall continue to remain in force until it is specifically revoked.

13.2 Suspension order may, on a review, be revoked by the competent authority, if it is of the opinion that disability already suffered is adequate in the circumstances of the case.

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Vendor assessment

14.1 Selection of vendors / sources with a consistent record of maintaining adequate standards in respect of quality of products and reliability in supply is an important step in Materials Management. Introduction of an objective assessment of vendor performance is, therefore, considered necessary towards achievement of this objectives. Vendor performance may be evaluated on the following parameters

14.1.1 Quality Rating:

Quality rating is assessed for a lot or consignment by considering the total quantity supplied out of which quantity accepted, quantity accepted with deviation, quantity accepted with rectification and quantity rejected, by assigning suitable de-merit factors for each of the above categories of supplies.

14.1.2 Delivery Rating:

Delivery rating for a lot or a consignment by considering the total quantity supplied out of which quantity accepted, quantity accepted with deviation, quantity accepted with rectification and quantity rejected, by assigning suitable de-merit factors for each of the above categories of supplies

14.1.3 Service Rating:

It is assigned to each consignment delivered by a vendor considering the following service factors:-

- (a) Cooperativeness and readiness to help in emergency.
- (b) Readiness to replace rejected material.
- (c) Providing support documents in time.
- (d) Promptness in reply.
- (e) Co-operation in delivery & implementing measures or avoiding recurrence of defects or complaints.

14.1.4 Price Rating:

The Price Rating for a consignment or a lot is determined by the lowest price quoted by a vendor or rate prevailing in the market or last purchase price, to that of the price quoted by the vendor being rated

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14.2 Based on the experience and judgment, weightages are assigned to or reviewed for each of the five ratings to derive the 'Composite Vendor Rating'. The weights are determined on the basis of criticality of the item with respect to 'quality', 'delivery', 'Compliance of legal/statutory requirements', 'price rating' & 'customer satisfaction'.

14.3 The weightages for the combination of above classes are allocated based on the following guidelines:-

- (a) The sum of the weights for the factors considered is 100.
- (b) The weightage for equally given for the maximum marks of 20 for each category 'quality', 'delivery', 'Compliance of legal/statutory requirements', 'price rating' & 'customer satisfaction'
- (c) Vendor rating is computed and vendors are classified as under after due approval by HOD:-

Rating Obtained	Class of Vendor
80 and above	A Very Good
61 to 80	B Good
41 to 60	C Satisfactory or Fair
Below 40	D* Unsatisfactory or Poor

14.4 Vendors placed in Grade 'B' and 'C' are to be suitably counselled or encouraged by Procurement Incharge for further improvement to obtain a high rating. Any de-rating of the performance of the Vendors to Grade 'C' is to be suitably put up by the Tenders section for further consideration. Procurement Incharge is to counsel the concerned vendor in writing, to improve his performance rating, lest he should stand the risk of deletion of his Company's name from IIITDM KURNOOLs Approved Vendor List. Vendors, whose performance is rated at 40 or below, are to be informed that their registration has been cancelled citing reasons for low grading and that they may apply for registration again after overcoming the deficiencies observed. Grades A, B, & C are arrived at on the basis of performance against each order and averaging at the end of the year.

14.5 Particulars of non-response to the tender enquiries by the vendors shall be reported by the concerned section to the In charge of the Vendor Registration Section to enable review to weed out delinquent vendors after due approval by Registrar Incharge.

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, KURNOOL**

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