



Indian Institute of Management Udaipur  
भारतीय प्रबंधन संस्थान उदयपुर

IIMU/EOF/2017/03/01

**Indian Institute of Management Udaipur (IIMU) is inviting applications from vendors who wish to be approved for the list of registered suppliers. Vendors can apply to be counted in more than one category.**

#### **A. Instructions to Vendors for Furnishing Information**

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1. Vendors are requested to submit the details about their organization, their technical experience, their spare capacity and their competency and suitable evidence of their financial standing as per enclosed format. Vendors will be liable for rejection due to any false or incomplete information furnished in the format.
2. The applicant should have sufficient number of technical and administrative employees for the proper execution of the relevant works. The applicant should submit an organization chart and CVs of employees who will occupy the key position in the organization structure for all the work at IIMU. Applicant shall have to submit the authorization of all such key persons.

#### **B. Initial Criteria for Eligibility**

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1. The applicant should have experience of similar work/supplier/services in relevant category for a minimum period of three years as on 31<sup>st</sup> March 2016
2. The agency shall not be black listed by any Govt. / Semi Govt. / Autonomous organizations. Please provide self-certificate in this regard.
3. The Evaluation Committee may make a site visit to agencies if required.
4. IIMU reserves the right to accept or reject any application without assigning any reason thereof.

#### **C. Invitation for pre-qualification as registered supplier**

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1. Sealed forms are invited for Vendor Registration (supplier registration) for the supply of various items/material/articles/services at IIMU Campus.
2. Registration form can be downloaded from IIMU's website. ( [www.iimu.ac.in](http://www.iimu.ac.in) )
3. The complete set of documents shall be enclosed in a sealed cover superscribed with "Application for pre-qualification as registered suppliers at IIMU Campus" and addressed to

**CAO**, Balicha Campus, Village-Balicha, Udaipur, Rajasthan -313001.

And sent through Registered Post/Courier/Hand delivery only by 3<sup>rd</sup> May 2017 upto 3.00 PM

4. In deciding upon the selection of registered suppliers for the work, great emphasis will be put on the ability and competency of vendor to do good quality work/ provide good quality supplies on timely basis.
5. For each category of information, necessary supporting documents along-with photographs



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may be attached as Annexes.

6. If the application is taken in favour of the organisation, a power of attorney in favour of the person who may have signed the tender for the organisation must accompany the tender.
7. All pages of the document shall be initialed by the applicant.
8. No corrections, erasures and overwriting shall be accepted in the form. The registration process will be based on evaluation of documents / information submitted by vendors. If required, queries shall be sent to vendors submitting the necessary information required for techno-commercial evaluation. Vendors may not be considered for registration process by IIMU in case they do not adequately response to queries within the given timeline.
9. If the available space is insufficient then vendor may attach the separate sheets. But, original format should be strictly followed and **all the attached sheets shall be of A4 size (210 mm X 297 mm). No other sizes of the enclosures are allowed.**
10. The scope of work mentioned in the brief of supply of items is provisional and liable to change and must be considered only as advance information to assist the applicant.
11. The details given by the applicants in the application form will be evaluated based on IIMU's requirement criteria. IIMU reserves the right to restrict the list of vendors to be enlisted to any number deemed suitable by it. IIMU's decision for registering the vendors shall be final and binding to all and the applicant shall have no right to challenge the same.
12. **A demand draft of Rs. 2,000/- (Rupees Two thousand only) in the name of "Director, Indian Institute of Management Udaipur", payable at Udaipur shall be enclosed while submitting the filled up form. This amount is non - refundable.**
13. IIMU reserves the right to de-register the registered vendor(s) at any time without assigning any reason .The decision of IIMU shall be final and binding for vendor(s).
14. All the supporting documents / annexures must be serially numbered.
15. All the pages of the application form including the annexures and copies of certificates should be signed by the authorized person of the firm, along with the seal of the firm.
16. The registration form must mention the relevant page number to facilitate quick reference. Please refer column "Page No of the supporting Document" of the registration form Index.
17. All supporting documents should be either in English or along with English translated copy, duly certified by an authorized translator.
18. All the successfully registered vendors will be informed about their registration status either by letter or/and via email.

### REGISTRATION FORM FOR CONTRACTOR / VENDOR

	Description	Details	Remarks	Page No of the supporting Document
A	<b>Categories applied for</b>		Mention Category Code as mentioned in the list of items	



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B	Agency Detail		Attach valid registration certificate/MOA/AOA/other relevant documentary evidence	
1	Name of the Firm			
2	Legal Status			
a	Sole Proprietorship/Private Co./Public Co./LLP/firm			
b	Any other (Please specify)			
c	Year of established			
3	Establishment Registration No. & date			
4	Address - 1		Registered Office Address	
5	Address - 2		All other correspondence addresses	
6	City with Pin code			
7	State			
8	E-mail			
9	Website			
10	Phone nos.			
11	Fax. / Toll free nos.			



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<b>C</b>	<b>Proprietor / Partner / CEO / MD/ authorized person</b>		Power of attorney	
1	Name			
2	Position			
3	Phone / Mobile			
4	E- mail			
<b>D</b>	<b>Total Annual Turnover for the last three financial years ended on 31/3/2016</b>			
a	For 2015-16		Attach Audited Financial Statement	
b	For 2014-15		Attach Audited Financial Statement	
c	For 2013-14		Attach Audited Financial Statement	
<b>D</b>	<b>Total Annual Turnover for the last three financial years ended on 31/3/2016 from the items, registration is being sought as per the Category Code given in the list of items</b>			



a	For 2015-16		Attach Certificate from CA certifying the turnover separately for specific categories.	
b	For 2014-15		Attach Certificate from CA certifying the turnover separately for specific categories.	
c	For 2013-14		Attach Certificate from CA certifying the turnover separately for specific categories.	
<b>E</b>	<b>Experience</b>			
1	Details of three highest value orders executed in last three years with date of completion of orders for the items, registration is being sought as per the Category Code given in the list of items		Attach copy of agreement /PO/invoices and certificate from the organization where the supplies /services were made/ are being provided.	
a				
b				
c				
2	Three Orders on hand			



a				
b				
c				
<b>F</b>	<b>Outstanding performance</b>		Attach relevant document / certificate / Award	
<b>G</b>	<b>Tax Numbers</b>			
1	Permanent Account Number (PAN)		Attach self-attested copy of Certificate	
2	VAT/CST		Attach self-attested copy of Certificate	
3	Service Tax		Attach self-attested copy of Certificate	
4	Excise		Attach self-attested copy of Valid Certificate	
<b>H</b>	<b>Current status for following Insurance policies stating value and validity:</b>		Attach valid certificates	
a	Workman Full Compensation		Attach self-attested copy of Valid Certificate	
b	Contractor's All Risk Policy		Attach self-attested copy of Valid Certificate	
<b>I</b>	<b>Current status</b>			



	for following license :		
a	Labour license		Attach self-attested copy of Valid Certificate
b	Other relevant License		Attach self-attested copy of Valid Certificate
c	P.F. Registration no.		Attach self-attested copy of Valid Certificate
d	ESIC		Attach self-attested copy of Valid Certificate

**LIST**

Sr.	Category	Category Code
<b>A</b>	<b>Suppliers</b>	
01	<b>Stationery Items</b> (Writing Pads, Copier Paper, All Types Of Covers, Stamps, Stamp Pads, Blank Cds/Dvds, Files, Bags, Drawing Papers, Toner Cartridges, Mouse Pad, Computer Screen, Ring Binder Files, Bags, Books , Marker, Stickers, Pamphlet Files, Labels, Morocco All Type Of Battery Cells, All Types Of Locks, various types of folders including cotton folders. Box file, spring file, bond paper, all size envelopes, all type of answer sheet permanent marker, colored separators, magazines/pamphlet, files, pen, pencil, eraser, sharpener, paper cutter, scales, ruler, punching machine, binder clip, stapler, stapler pin, U pin, gem clip, ink, refills, guv stick, push pin, T-pins, tapes, rubber bands, chart paper, glossary paper, scissors, calculator, lace, visiting card holders, pin box, tapes dispenser, CD/DVD covers, diaries, momentous, sketch pen, whitener, pen stand, paper weight, Note	<b>A01</b>



	book, Register, High Lighters, gift papers, charts, thermocol, colours, brushes, paints, small decorative items, sketch pens, drawing pencils etc.	
02	<b>Printing work</b> (Printing Of Visiting Cards, Various Registers, Printing Of Stationery Items, Coupons, Various Types Of Forms) Letter head, Vouchers, Annual Reports, Brochures/ Booklets, identity Cards, Stamps other institutional publications , Invitation Cards, Flex(Standee, back drop), Merchandise (cups, t-shirts, gifts items) etc.	<b>A02</b>
03	<b>Furnishings &amp; Liveries</b> (Curtain Cloth, Lining Cloth, Curtain Rings, Gold/ Silver Medals, Stitching Of Curtains , Table Cloth, Mattress, Mattress Covers, Bedsheets, Umbrella, Rain Coats, Table Mats, Doormats, Blankets, pillow covers, Cushions, cushion cover	<b>A03</b>
04	<b>Utensils/Crockery items</b> (Plastic Buckets, Mugs, All Types Of Vessels, Tea-Kettles, Hangers, All Type Of Crockery And Cutlery, Flasks, Fridge Bottles, ice tray, Thermoware Water Jugs, Bone China Crockery, Non Stick Pans, Tarpaulin, Mirror, Stainless Steel Items) other plastic items	<b>A04</b>
05	<b>Electronic Items</b> ( Projectors, Lamps, OH Projectors, Copier Machine, All Types Of Air conditioners (Window / Split / Plant) and its spaces / CCTV	<b>A05</b>
06	<b>Electrical Items</b> (Water Coolers, Fridges, Television, Bottle Coolers, Pumps, All Types Of Water Dispenser, Music System, P/A System, Fans, Vacuum Cleaner, Washing Machine, Electrical Heaters/R.O./stove, all type of lightings & fittings.	<b>A06</b>
07	<b>Computers</b> , Printers, Computer Peripherals (All type of computers like Desktop, Laptop, Printers, Scanners)	<b>A07</b>





08	<b>All type of Furniture</b> – Wooden and Steel (Designing of office / section / meeting room / service room etc, Tables / chairs / side tables, partitions / soft boards / magazine rack /Amirah/racks/bed cots overhead storage as per requirement white board)	<b>A08</b>
09	<b>Pantry Items</b> (Tea bags, coffee , coffee sachets, Sugar, Milk/ biscuits)	<b>A09</b>
10	Food arrangement on events, Packed Food Items including fast food, lunch pack, snacks.	<b>A10</b>
<b>11</b>	<b>General Maintenance Items</b>	
a)	All types of Plumbing Items	<b>A11a</b>
b)	All types of Carpentry Items	<b>A11b</b>
c)	All types of Electrical Items	<b>A11c</b>
d)	All types of Landscaping Items	<b>A11d</b>
e)	All types of Horticulture Items	<b>A11e</b>
f)	All types of Electronic Items	<b>A11f</b>
g)	Safety equipment (Fire Extinguishers, masks, Pest Control etc)	<b>A11g</b>
h)	Gas (LPG etc)	<b>A11h</b>
i)	Oil - Diesel, Petrol etc,	<b>A11i</b>
j)	Housekeeping essentials phenyl, Mop, brooms, Naphthalene, Air fresher & related items.	<b>A11j</b>
k)	Bicycle Repairing	<b>A11k</b>
12	Event Management-chair, Sound system, Lighting, Arrangement, tent, podium, flowers, bouquet etc.	<b>A12</b>
13	Health Club/GYM equipment	<b>A13</b>
14	Gift Items	<b>A14</b>
15	Medicines	<b>A15</b>
16	Library - Books, Magazines, Journal etc.	<b>A16</b>



<b>B</b>	<b>Maintenance Service</b>	
<b>17</b>	<b>General Maintenance Services</b>	
a	Electrical	<b>B17a</b>
b	Audio Visual	<b>B17b</b>
c	Mechanical ( Fabrication, pipe lines, pump operations )	<b>B17c</b>
d	HVAC	<b>B17d</b>
e	Construction , Addition & Alteration / Renovation works	<b>B17e</b>
f	Landscape contractors	<b>B17f</b>
g	Landscaping related equipment and material suppliers	<b>B17g</b>
h	Water proofing	<b>B17h</b>
i	Painting and polishing work	<b>B17i</b>
j	Carpentry work	<b>B17j</b>
k	Metal and steel fabrication works	<b>B17k</b>
l	Aluminum fabrication work	<b>B17l</b>
m	Pest control	<b>B17m</b>
<b>18</b>	<b>IT Maintenance</b>	
a	Maintenance contract for Computers, Printers including cartridge refilling, Servers & other related equipment	<b>B18a</b>
b	Maintenance contract for Network switches	<b>B18b</b>
c	Facility Management Services for Computers, Printers, Network etc.	<b>B18c</b>
d	Server administration support	<b>B18d</b>
e	Internet leased line provider	<b>B18e</b>
f	Software and Licensing	<b>B18f</b>



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g	Website/software development	<b>B18g</b>
<b>C</b>	<b>Other Services</b>	
19.	Hotel Rooms of various categories	<b>C19</b>
20.	Cab bookings	<b>C20</b>
<b>D</b>	<b>Residual Category (Any item which is not enlisted in the above categories but Vendor wishes to apply for as per his sole discretion)</b>	<b>D</b>

**Declaration:**

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1. I/We agree that the decision of IIMU in selection of Vendors shall be final and binding to me/us. I/We shall have no right to challenge the decision of IIMU.
2. All the information and data furnished herewith are correct to my/our best of knowledge.
3. I/We agree that we have no objection if inquiries are made about our works, its related areas and any other inquiry regarding all projects and works listed by us in the Performa.
4. I/We agree that IIMU shall have right not to register any Vendor in any category as per its sole discretion and judgement without assigning any reason thereof.
5. I/We agree that application fee of Rs. 2000 shall not be refunded to me/us by IIMU in any case whatsoever.

Place :

Date :

**company**

**Signature with Seal of the**