



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY,
RAE BARELI**

***(INSTITUTE OF NATIONAL IMPORTANCE ESTABLISHED UNDER
THE ACT OF PARLIAMENT)***

**REGISTRATION FORM
VENDOR'S REGISTRATION
FOR THREE YEARS**

**Stores & Purchase Officer
Rajiv Gandhi Institute of Petroleum Technology
Ratapur Chowk
Rae Bareli - 229316
Uttar Pradesh
India
Tel: 0535-2704202
Fax: 0535-2211888, 2217456**

Registration/ Empanelment of Vendors

The Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli intends to register/empanel the firms/companies who are in the business of manufacturing, stocking and/or marketing of goods of specified categories.

The main object of registration of firms/agencies as approved vendors is to have a broad based panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed for the Institute purchases.

1. Eligibility & categories for Registration/ Empanelment

All firms/agencies, which are in the business of manufacturing, authorized distribution or marketing of various types of stores, materials, equipments etc. and specified service provider in respect of civil, electrical, mechanical and other type of maintenance work of buildings and equipments are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

2. The firms registered with RGIPT, Rae Bareli will enjoy the following benefits

- a) Once the firm is registered with RGIPT, Rae Bareli, the firm is exempted from paying Earnest Money Deposit & Security Deposit in case of Limited tenders.
- b) Tender enquiries against demands which are not advertised, are sent to the registered firms.
- c) Rate Contracts and Running Contracts are generally awarded to registered firms.

3. Screening of applications

Preliminary screening of application would be taken Vendor Registration Committee with reference to information provided in the prescribed formats. All applications shall be group in the following:

i) Manufacturers:

- Leading Public Sector Manufacturers
- Manufacturers other than PSU
- Small Scale Units

ii) Suppliers:

- Authorized Distributor/ Dealers
- Traders/ Local Suppliers

Vendor assessment/ appraisal sheet shall be filled up by the Vendor Registration Committee after reviewing each application and put up recommendations for approval of competent authority.

For certain critical materials, spares and equipments, committee may visit works of potential vendors for verification of their manufacturing capacity, adequacy and care of production equipment, in-house quality assurance system, testing facilities available, technical know-how of supervisory personnel, competence of management etc.

No formal application may be insisted upon for registration from Central and State Public Sector Undertaking. For this details of sources as compiled by Stores and Purchase Officer shall be reviewed by the Vendor Registration Committee and recommendation shall be put up for approval of competent authority.

4. Empanelment / Registration Procedure

Procedure for empanelment of vendors with Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli:

4.1. The applicant should clearly read all the pages of the document.

4.2. Correct / relevant information / data have to be furnished by the vendors.

4.3. The Service providers / suppliers should make sure before applying for a particular type of Category, that the vendor/firm has fulfill the required eligibility criteria & experience for that category of work / item.

4.4. Demand draft of Rs.1000.00 (Rupees One thousand only) must be enclosed with the application in favour of "Rajiv Gandhi Institute of Petroleum Technology" payable at Rae Bareli. The application without demand draft is liable to be rejected. If the manufacturers/ suppliers don't meet the requirement of Institute, the same demand draft will be returned.

Service providers / suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated above, for registration / empanelment.

Declaration form must be enclosed with the application form given in **Annexure - I**.

4.5. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.

4.6. The sealed envelope containing the registration form, documents & fee should be clearly superscribed on the top of the envelope as "**APPLICATION FOR VENDOR REGISTRATION/ EMPANELMENT FOR THE CATEGORY CODE**" and sent to the "**The Store and Purchase Officer, Rajiv Gandhi Institute of Petroleum Technology, Ratapur Chowk, Rae Bareli - 229316**".

4.7. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment at RGIPT, on the basis of registration certificate of such agencies along with other certified documents.

4.8. The following essential documents (whichever is applicable) should accompany with the registration form:

4.8.1. CST / VAT / TIN No.

4.8.2. Trade License; Factory License.

4.8.3. Income tax Permanent Account No.

4.8.4.Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.

4.8.5. Registration Certificates with DGS&D/NCCF.

4.8.7. Current dealership agreement from Principal along with SSI/NSIC certificate.

4.8.8. Annual Turnover Certificate for last 3 years.

4.8.9. Bank Details.

4.8.10. Relevant ISO certificate

4.8.11. A notarized certificate that the vendor hasn't been black listed by any institution of the Central/ State government / any PSU, University , Institute etc. in the past three years should be submitted.

4.9. On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the RGIPT after Scrutiny.

4.10. The firm will be considered for registration/ Empanelment for an initial period of one year and their registration will be considered for renewal as per RGIPT procedure, for two years or so, at a time subject to satisfactory performance of the firm during initial registration period.

4.11. Registration Certificate: The vendors approved for registration for one and more categories of materials shall be allotted a Registration Number along with Vendor Trade Group/ Category No. shall be issued a Registration Certificate, which shall be valid for a period of three years from the date of approval of competent authority.

4.12. Renewal of Registration: Renewal of registration shall be done for a further period of three years based upon the performance of vendors during the last three years. Vendors seeking renewal shall submit a fresh application form, three months prior to expiration of the validity of registration, duly filled in, along with necessary documents.

4.13. Service Centres: Service Centre in Rae Bareli as well as in major cities, operational for more than 3 years, may be given. For authorized distributor / OEM centers the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor / OEM. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be black listed. & the EMD / SD will be forfeited by the Institute.

4.14. Pre-mature Termination of Registration: Premature termination of registration of vendor may be done with the approval of competent authority, if the vendor is non-responsive against tender enquiries or on account of its performance or disabilities as detailed below –

- a) The performance of vendor is rated below the minimum acceptable level during the evaluation process and no improvement is observed in spite of a notice to this effect.
- b) Vendor fails to respond to three consecutive tender enquiries within the range of product for which it is registered.
- c) Vendor fails to execute the order.
- d) Vendor no longer has the technical staff or equipment considered necessary for laboratory.
- e) Vendor is declared bankrupt or insolvent or its financial position has become unsound and in case of public limited company, it is wound up or taken into liquidation.
- f) Vendor fails to furnish Income Tax Clearance Certificate or any other document when called for.
- g) The registered firms shall be liable to be removed from the list of approved firms 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 items/goods or make any false declaration to the Institute or for any other grounds which, in the opinion of the Institute, is considered to be against the public interest.
- h) The integrity of vendor is suspected.

Black-listing of firm can be done on the recommendations of the faculty/staff and with approval of Competent Authority. The Stores & Purchase Section shall process all such cases reported by the Department. A committee specially constituted by the Director shall examine the case and shall submit its recommendations to the competent authority for final action. The information on such firms shall be promptly and widely disseminated by Stores & Purchase Section to all concerned.

4.15. Banning of vendors for future business dealing: This shall be done in case unethical business practice is established or furnishing wrong information false/manipulated documents or the vendor is charged by any government agency (like CBI) for an offence against Government regulation and subsequently prosecuted in the court of law. Banning orders shall also indicate names of all partners, director etc. of the company and its allied/ sister concerns, if any.

4.16. Revocation of Pre-mature Termination of Registration: Pre-mature termination can be reviewed and revoked by competent authority, if it is of the opinion that disability already suffered is adequate in the circumstances of case. Such review may be carried out on specific representation from the vendor with categorical assurance of not repeating the circumstances under which registration was terminated.

4.17. The registration of vendors has no bearing with the Open tender/ Advertised tender/ Global tender. The Registered vendor may participate in the Open tender/ Advertised tender/ Global tender separately if they desire and satisfy the conditions therein.

4.18. Registration of Vendors does not confer any right on the vendors to claim order or tender enquiry.

5. Category- Wise List of Items / Work

CODE No.	CATEGORY	PARTICULAR / NAME OF ITEM
1	Laboratory Equipment	Laboratory Equipments and Sophisticated Research Equipments for Chemical Engineering, Petroleum Engineering, Electrical & Electronic Engineering, Geology, Earth & Science Lab
2	IT Equipment	Desk Top/ Lap Top/ Palm Top Computers , Servers, Laser/ Dot Matrix / Inkjet/ Line Printers, UPS (Online/Offline) , Scanner
3	Wooden & Steel Furniture	Wooden & Steel Furniture, Upholstery of Old Furniture, Office Furniture, Lecture Hall Furniture, Library furniture , Customized laboratory furniture, Computer Furniture, Hostel Furniture, Mess Furniture, Home Furniture, Chest, Rack, Sign Board, Notice Board, White Board etc.
4	General Equipment	Water Coolers, Diesel Gensets, Air conditioners, Access Control Systems, Split A.C., Window A.C., Water Cooler, Water Purifier, Refrigerators (For General and Laboratory purpose), Washing Machine, Vacuum Cleaner, CTV, LCD TV, Plasma T.V. , LED TV etc.
5	Office Equipment	Fax Machine, Photocopiers, LCD Projection Systems, EPABX/Intercom Systems, Duplicating Machines
6	Electrical/ Electronic Equipments & Goods	Fan (Ceiling/Table/Wall), Water Heater, Inverters , Generators, Lamps & lighting Fixture, Decorative Lamps, Voltage meter , Stabilizer, Distribution Board , LED Lights, Plug, Switch, Wire/ Cable, Electric Fitting/ Accessories etc.
7	Tools	Mechanical Tools, Electrical Tools etc.
8	Projectors	LCD / LED Projector, DLP Projector, 3-D Projector, Mobile / Pocket Projector, Screen etc.
9	Liveries	Stitched Cloths, Woolen Coat & Pant, Woolen Jersey, Raincoat, Chappals and Leather Shoes (gents/ ladies) Socks, Blanket etc.
10	Kitchenware	Utensils, kitchen equipments, Crockery etc.
11	Photocopy & Binding	Colour/BW Photocopy, Binding work, Lamination etc.
12	Catering, Tent Services	Catering , Tent-shamiana work, Light decoration, Sound System arrangement etc.
13	Travel / Transport Service	Providing Cars, Jeeps, Buses. Trucks etc. for local and Outstation travel/transport.
14	Building Material Supplier and Petty Contractor	Supply of all types of building material and petty contractors for civil, electrical, furnishing works etc.
15	Hardware	RAM, Hard Disk, Monitors, Key Board, Mouse,

		CPU, Power Supply, Sound Card,, Parallel Port, Speakers etc.,
16	Gas & Gas Cylinder	High Pressure Gas Cylinders, Regulators, Pressure Regulator, Needle Valve
17	Medicines, Medical & Photographic Equipment	All types of Medicine and Drugs, Vaccines, Medical and Surgical Equipments (Allopathic/ Ayurvedic /Homeopathic)
18	Office Stationary	Office Stationery, Computer Stationery, Classroom Stationery etc.
19	Lab Consumables	Chemicals, Plasticware, Glasswares, Rubber Gloves, Syringe etc.
20	Software	Antivirus, Petroleum Engg. Related software, Chemical Engg related software, Electrical Engg. Related software
21	Library Books, Printed Journals, e-books	Library Books, Periodical & Journals, E-books etc.
22	Gym Equipments	All Sports Material, Fitness Kit etc.
23	Vehicle	Manufacturer's and Authorized Dealer's of Car, Ambulance, Buses etc.
24	Video Conferencing Equipment	Video Conferencing Equipments
25	Housekeeping & Manpower Agencies	Housekeeping/Maintenance, Office Assistance/Peon/pantry Services/ Gardening and Horticultural structures/Electrical/plumbing, Carpet/ Upholstery cleaning, Marble / Granite Cleaning and polishing, Vacuum / Dry cleaning of Carpet, Sofa Sets, Chairs etc.
26	Printing	Typing, Translation, Cover Design, Composing, Offset printing, Screen Printing, Digital printing, Letterpress printing, Security Printing of Annual Report, Information Brochure, News Letter, Answer Books, Leaflets, Visiting Cards, I-Cards, Invitation Cards, Letter Heads, Degree, Certificates, Coupons, Forms, Posters, Ledgers, Registers etc.
27	Anything not covered under the above	

Note: RGIPT, Rae Bareli reserves all the rights to modify or add any or all the categories as per the requirement of the Institute from time to time.

6. Terms & Conditions for Vendor Registration / Empanelment as a Supplier

6.1. General Clause

6.1.1. The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered /empanelled. However, this will not give any claim to the party for award of work/ purchase order.

6.1.2. RGIPT reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of RGIPT, in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of RGIPT.

6.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of RGIPT and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

6.1.4. Two-part tendering is done where technical screening/clear technical specifications are not available. In such cases vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.

6.1.5. This document is treated as a valid contract between RGIPT and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders/ work orders placed by RGIPT from time to time during the registration period.

6.1.6. In case of empanelled vendor is found in breach of any terms & condition(s) of RGIPT or **supply/work** order, at any stage during the course of **supply** / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by RGIPT, besides debaring and blacklisting the vendor concerned for at least three years, for further dealings with RGIPT.

6.1.7. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.

6.1.8. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.

6.1.9. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.

6.1.10. In all future correspondence with RGIPT, empanelled vendors are required to quote the Registration No.

6.1.11. RGIPT reserves the rights to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

6.2. Price Variation/ Best-Price Clause

If the registered vendor sells any item to any other department / Organization at a price lower than the price agreed for RGIPT, the vendor must voluntarily pass on the price difference to RGIPT with immediate effect.

6.3. Indemnity

The selected vendor shall indemnify the RGIPT and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. RGIPT/ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

6.5. All disputes in this connection shall be settled in Rae Bareli (Uttar Pradesh) jurisdiction only.

Stores and Purchase Officer

DECLARATION

(This declaration should be completed by the proprietor, partner, director and/ or authorized signatory, who has the authority to do so and must be enclosed with the application on the Company's Letter Head)

I/we..... declare and confirm that the information furnished and attachments submitted with the application are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my/our application for registration.

I/we shall be bound the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given.

I/we undertake to communicate promptly to Rajiv Gandhi Institute of Petroleum Technology, Rae Bareli any changes in the conditions or working of the firm.

I/we have read and understood RGIPT's general conditions of contract and agree to abide by the same in all respects.

Date:

Place:

Signature

Name:

Designation:

Company Seal



**RAJIV GANDHI INSTITUTE OF PETROLEUM TECHNOLOGY
RAEBARELI
VENDOR REGISTRATION FORM**

Instructions :

Please **type** in the information OR **use capital letters** to fill ALL required data in this form.

General Information	
Name of Vendor	
Category :	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Authorised Dealer <input type="checkbox"/> Trader <input type="checkbox"/> Contractor / Fabricator / Service provider (circle one) <input type="checkbox"/> Transporter
Status of Organization :	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited <input type="checkbox"/> Public Limited <input type="checkbox"/> Others (please specify) : _____ Date of formation : _____
Head of the Organization :	
Designation :	
Contact Person(s) :	
Head Office / Registered Office Address :	Line 1 _____ Line 2 _____ City & State : _____ Zip: _____
Phone (with area code) :	Mobile : _____
Fax :	Alternate Fax : _____
e-mail address :	

Registration Information (Please attach attested copies*)	
CST Regn. No.:	
State Sales Tax / Comm'l Tax or VAT No.:	
Central Excise Reg. No.:	
Excise Control Code :	Range : _____ Div'n: _____
Service Tax Regn. No.:	
Works Contract Tax Regn. No.:	
Income tax / PAN Number :	
Contractors / Fabricators :	Owner's TDS No.: _____

* will be verified with the originals

Vendor Information	
Product(s) / Service(s) Offered (You may attach separate sheets or catalogs) :	1 _____ 2 _____ 3 _____ 4 _____
Factory Address :	Line 1 _____ Line 2 _____ City & State : _____ Zip: _____
Warehouse / Shop Address :	Line 1 _____ Line 2 _____ City & State : _____ Zip: _____
Approvals / Certification EIL / ISO etc. (Provide details on separate sheet)	
Your Major customers (attach a sperate sheet if required)	

Financial / Payment Information

Annual Turnover (last 3 years - in lacs)		Mar 31 2010		Mar 31 2011		Mar 31 2012	
Cheques to be issued in the name of :							
Does above name match CST / Excise Registration name given on page 1 ? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If No, provide details of CST, State Sales Tax & Excise Reg'n for above name :							
Name of your Bank :							
Account Number :							
Bank's address :							
Line 1 _____							
Line 2 _____							
City & State :						Zip:	

Manufacturing facility (For manufacturers, contractors and fabricators only)

Machinery - Provide list of working machines with make & capacity : (Attach separate sheet if required)	_____	

Instruments (list all measuring / testing instruments, with callibration record)	_____	

Manpower available (Name & Designation of technical staff)	Designation	Name
	_____	_____
	_____	_____
	_____	_____
	_____	_____

This form was filled by :	Name : _____	Vendor's Rubber Stamp
	Date : _____	
	Designation : _____	

For RGIPT Office Use only

Approved :	Yes <input type="checkbox"/> No <input type="checkbox"/>
Vendor ID Code No. :	_____
Verified by :	_____
	Name Sign Date
Authorised by :	_____