



**Netarhat Residential School**  
**Netarhat**

**(An Autonomous Institution under Societies registration Act 1860,**  
**Ministry of HRD,**  
**Govt. of Jharkhand**

**Invites**

**Notice No- 452, Dated 19.03.2015**

**INVITATION FOR THE ENROLMENT/EMPANELMENT OF AUTHORIZED**  
**VENDORS/SUPPLIERS FOR SUPPLYING GOODS AND PROVIDING SERVICES**  
**IN DIFFERENT CATEGORIES OF REQUIREMENT FOR FY-2015-16 IN**  
**NETARHAT RESIDENTIAL SCHOOL,**  
**NETARHAT,**  
**DISTRICT- LATEHAR**  
**JHARKHAND**

**Netarhat Residential School, Netarhat- An Autonomous body registered under Societies registration act 1860 by Ministry of HRD, Govt. of Jharkhand having its permanent campus at Netarhat, District- Latehar invites offers from the interested firms/companies/agencies, which are in the business of manufacturing, stocking (Whole selling/retailing/distributorship) or marketing of goods and services of specified categories as mentioned in the following document. Registration Form can be filled and submitted. Documents containing terms, conditions, Application format and others can be downloaded from the Institute's website [www.netarhatvidyalaya.com](http://www.netarhatvidyalaya.com). Hard copy of the Registration Form along with non-refundable fee must reach the office of the Principal, Netarhat Residential School by registered post/speed post/by hand only. Separate form and fee must be submitted for each category of the item. The last date for submission of application is 31<sup>st</sup> of March 2015. Application (s) received after last date of submission will not be considered.**

## TERMS AND CONDITIONS

### 1. Eligibility & Categories for Registration / Empanelment

All firms/agencies, which are in the business of manufacturing, stocking (Whole selling/retailing /distributorship) or marketing of goods and services of specified categories and service providers are eligible for registration, subject to specific conditions or restrictions stipulated in this document. Categories of items for registration are mentioned in later part of this document.

### 2. Empanelment/Registration Procedure

- 2.1. The applicant should read all the pages of the document.
- 2.2. Correct / relevant information / data have to be furnished by the vendors.
- 2.3. The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria, is authorized dealer/distributor/agency & experience for that category of work / item.
- 2.4. Service providers / suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration/empanelment. **The amount of Rs 1000/- (Rupees One Thousand only) shall be paid by a demand draft drawn in favor of The 'Principal' Netarhat Vidyalaya Samiti payable at Netarhat.**
- 2.5 Service providers/suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to The 'Principal' Netarhat Vidyalaya , Netarhat , District- Latehar, Jharkhand.
- 2.6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 2.7. The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as **"APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE ..... FOR SUPPLYING GOODS/ ITEMS/PROVIDING SERVICES AT NETARHAT RESIDENTIAL SCHOOL, NETARHAT FOR FY-2015-16"**.
- 2.8. Vendors / Firms registered with DGS&D and any other government body shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.
- 2.9. The following self-certified essential documents (**as applicable**) should accompany the Registration Form:
  - (a) CST / VAT / TIN No.
  - (b) Trade License, Factory License.
  - (c) Income tax Permanent Account No.
  - (d) Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
  - (e) Registration Certificates with DGS&D or any govt. agency.
  - (f) Current dealership agreement from Principal, Netarhat Residential School, Netarhat.
  - (g) Annual Turnover CA certified Certificate for last 3 years.
  - (h) Bank Details.
  - (i) Relevant ISO certificate.
  - (j) 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.
- 2.10 On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the Institution.
- 2.11 The firm will be considered for registration / Empanelment for an initial period of one year and will be considered for renewal as per notice published next year for the same purpose.

**2.12** After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:

- (a) Registration No.
- (b) Vendor Trade Group/ Category No. along with description.

**2.13 Service Centers:** Service Centre (s) in Lohardaga, Gumla, Latehar , Ranchi and Jharkhand for more than 3 years may be mentioned. 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 by the Institute.

**2.14 General Clause:**

(a) The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders or advertised tender enquiry 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.

(b) The Institute reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of institution 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 Netarhat Residential School.

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

(d) This document is treated as a valid contract between Netarhat Residential School and Vendor and adheres to all aspects of fair trade practices in executing the purchase orders / work orders placed by the institution from time to time if registered during the registration period.

(e) In case of empanelled vendor is found in breach of any terms & condition(s) of the institution 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 will be blacklisted for at least three years for further dealings with the institution.

(f) 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. All those firms which are registered and confirmed shall be entertained for various queries.

(g) All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing of becoming a foul supplier. In all future correspondence with the institution, empanelled vendors are required to quote the Registration No.

(h) The Institute reserves all the rights reserved 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.

**2.15 Price Variation Clause:**

During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for Netarhat Residential School, the vendor must voluntarily pass on the price difference to Netarhat Residential School, Netarhat with immediate effect.

**2.16 Indemnity:** The selected vendor shall indemnify the institute 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.

## 2.17 Termination for Default:

Default is said to have occurred

- i) If the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by Netarhat Residential School, Netarhat.
- ii) If the vendor fails to perform any other obligation(s) under the empanelment.
- iii) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from institute (or takes longer period in spite of what the institute may authorize in writing), may terminate the empanelment/ Purchase Order in whole or in part.

**2.18** All disputes in this connection shall be settled in Jharkhand High Court, Ranchi only.

### **BRIEF DESCRIPTION OF THE DIFFERENT CATEGORIES OF ITEMS**

S. No.	Category	Code	Particulars
01.	Food and Edible Items	01	Rice, Pulses, Wheat, breads, Masalas, Spices ,Oil (Refined, Mustard, Vegetable, Soya bean etc), Ghee, Miscellaneous Item etc.
02.	Food and Edible Items	02	Egg, Fish, Chicken and Mutton
03.	Food and Edible Items	03	Vegetables, Fruits etc.
04.	General Hardware	04	Paints (Wood, Iron, walls), Paint brushes, Ply boards, Dustbins, Water proof Tripals/Sheets ,Tents, Canopies, Nails, Glasses, Mirrors, G.I Wires, Nets (Iron/Aluminum), Cement, White Cement, Lime, Hammers, Gardening Items, Aluminum Boxes/Sheets, Bells, Hangers, Iron Angles etc.
05.	Sports Items	05	Football Items, Hockey Items , Cricket items, Table tennis Items, Carom board Items, Volleyball Items, Trophies, Track suits, Sports Shoes, Boots, Athletics Items, P.T Items, Yoga dress etc.
06.	Electrical Items	06	L.E.D, C.F.L Bulbs, Tube lights, General bulbs, Wires, Materials and equipments for wiring, Fans, Water heaters, Immersion rods, Inverters, Generators, Lamps, Stabilizer, Plugs, Switches, Holders etc.
07.	Furniture's	07	Official/Residential- Tables, Chairs, Wardrobes, Almirahs, Book-Shelves, Sofas, Beds, Mattresses, Benches, Desks, Sliding door units, Conference table etc.
08.	Electronic Items	08	Television (LCD, L.E.D, Plasma etc), Set top boxes, Heavy duty washing machines, Refrigerators, Sound systems etc.
09.	Clothing items	09	Shirting, Suiting's, Pants, Blazers, Rainy Suits, Blankets, Trousers, Lowers, Cotton cloths, Vests, Towels, Bed sheets, Mats, Pillow Covers, Curtains, Table Clothes, Sweaters, Belts, etc.
10.	Stitching	10	Stitching of Shirts, Pants, Suits, Curtains, Blazers etc.

11.	Shoes	11	Shoes, Socks etc.
12.	Computers, Audio Visual Equipments, Office Automation, IT and Maintenance	12	Desktops, Laptops, Printers, Scanners, Cartridge, Photocopiers, Anti Viruses, Pen Drives, LCD/LED Projector, DLP Projector, 3-D Projector screen, UPS, Teaching Aids, Fax, EPABX, Telephone instruments, Modems and Maintenance etc.
13.	Boards	13	Sign Boards, Notice Boards, Green boards, White boards, Name Plates etc.
14.	Laboratory Equipments	14	Physics, Chemistry, Biology, Mathematics, English, Geography, Agriculture, Computer and Consumables.
15.	Books	15	Textbooks , Reference books, General Books, Etc.
16.	Magazines and Newspapers	16	Magazines, Newspapers , Circulars etc.
17.	Stationary Items, Printing and Publishing	17	Copies, Century Papers, Instrument boxes, Colors, Painting items, Id cards, Graph papers, Duplicating papers, Registers, Vouchers, Staplers, Chalks, Dusters, Punching Machine, Markers, Highlighters, Numbering machine, Flaps, Colour papers, Rolling paper, Diaries, Pens, Pen stand, Threads, School Magazine printing, Envelope printing, Letter pad printing, Fly leafs, Files, Folders, Visiting cards ,Printing and Publishing etc.
18.	Medicines and Medical Equipments.	18	Medicines and medical related equipments.
19.	Tours and Travels	19	Educational, Training and Recreational Tours and Travel Services.
20.	Event Management	20.	Organization of different functions and Events.
21.	Miscellaneous items	21	Shops, Detergent Powders, Phenyls, Cleaning Items, Watches, Candles, Batteries, Gas Stoves, Gas Pipelines and fittings, Room Fresheners, Utensils etc.
22.	Management of Scraps	22	Sale of unserviceable Goods and Scrap material
23.	Plumbing Items and Services	23	Plumbing items like Taps, Wash basins, Flushes, Commodes, Pipes and allied services etc.

Netarhat Residential School reserves all rights to modify or add any or all the categories as per the requirement from time to time.

## APPLICATION FORMAT FOR VENDOR REGISTRATION

**1. Name of the Company:**

**2. A) Name of the head Office/registered Office-**

Telephone No-  
Fax No.-  
Email-  
Web site (if any)-  
Date of Establishment-

**B) Branch Office in Jharkhand, if any-**

Telephone No.-  
Fax No.-  
Email-  
Web site (if any)-  
Date of Establishment-

**3. Name of Chief Executive/Owner-**

Proprietor / Partners-  
Telephone No.-  
Fax No.-  
Email-

**4. Name of Contact Person-**

Telephone No.-  
Fax No.-  
Email –

**5. Type of Documents to be enclosed (As Applicable)**

- a) Proprietary Trade License -
- b) Partnership Deed, Trade License-
- c) Private Limited Company Memorandum of Article-
- d) Public Limited Company Certificate of Registration-
- e) Public Sector Trade License -

**6. Nature of Business**

- a) Manufacturing-
- b) Service –
- c) Dealership –

- d) Distributorship-
- e) Whole selling /Stockiest –
- f) Retailer –
- g) CNF –
- h) Others (Please specify)-

**7. Class/Type of Products or Services/Materials  
Manufactured/Sold/Serviced/Fabricated:**

- a) Category –
- b) Code-
- c) Details –

**8. Audited Annual Turnover during last 3 years  
(Enclose Chartered Accountant's certified copy)**

- a) 2011-12 -
- b) 2012-13 -
- c) 2013-14 -

**9. Commercial Information regarding Registrations of  
(Enclose Attested Copy wherever Applicable)**

- a) CST / VAT Regn. No. -
- b) State ST Regn. No -
- c) TIN No.-
- d) Excise Center No.-
- e) Trade / Factory License No. -
- f) Service Tax Regn. No. -
- g) PAN -
- h) Registration Certificate with DGS&D or any other Govt. body -
- i) Current agreement with Principal, NRS along with required document -
- j) Relevant ISO Certificate, if any



**10. Details of Major Customers**

<b>S. No</b>	<b>Name of the Institution</b>	<b>Empanelled for</b>	<b>Contact Name</b>	<b>Contact Number</b>

**11. Details of Registration fee (Rs.1, 000/-)**

D.D. No. :

Date:

Bank:

**12. Declaration by the Vendor**

I confirm that

- 1) No employee or direct relation of any employee of Netarhat Residential School , Netarhat is in way connected as Partner/Shareholder/Director/Advisor/ Consultant/Employee etc. with the Company.
- 2) The information furnished is correct to the best of my knowledge and belief.

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(Signature of Proprietor/Partner/Chief Executive/Owner)

Name -

(In Capital Letter)

Place -

Date -

(Official Seal of Vendor)

(Bimalanshu Shekhar Mallik)  
Principal  
Netarhat Residential School  
Netarhat