



भारत सरकार
Government of India
विज्ञान और प्रौद्योगिकी मंत्रालय
Ministry of Science and Technology
विज्ञान और प्रौद्योगिकी विभाग
Department of Science and Technology
प्रशासन अनुभाग
Administration II (B) Section

File No.D-13020/1/5/2009 Admin II (B)

Date: 25 Feb., 09.

To.

All Interested vendors

Sub : Invitation for registration of contractors for maintenance of electrical stores in DST.

Sir,

Applications are invited for registration of contractors for maintenance of following items:-

Category : A	Category : B	Category : C	Category : D
Water Coolers	Room Heater	Heat Radiator	Table Lamp
Freeze/ Chest Cooler	Heat Convector	Stabilizer (2-5 KVA)	Extension Board
Desert Cooler	Geyser		Call Bell
Wall Mounted Fan	Hot Case		Emergency Light
Pedestal Fan	Fly Catcher		
	Hand Drier		

The maintenance will include day to day repair/ servicing/ upkeep/ overhauling/ fitment of electrical gadgets.

2. Firms are required to apply for registration along with following information:-

- Type of agency held & nature of services offered
- Sales tax/ VAT registration certificate
- Certified copy PAN card
- Dealership certificate, if any.
- Attested copy of proof of registration for service contract existing with other Govt/ Semi Govt/ Central Autonomous bodies/ CPWD/ PWD/ Railways etc.

Cont'd....02/-

- (f) Copies of past performance with Govt. Departments during the last three years. This will include copies of work orders and completion certificates.
- (g) Copies of existing contracts, if any, with Govt. Departments for AMCs of electrical items.
- (h) Number of Technical personnel permanently employed giving their bio-data stating their qualifications and experience details etc.
- (i) Postal address/ Telephone/ FAX/ E-mail of office and work place.
- (j) Name of bank & account No.

3. Application should be submitted in the format given at **Annexure-I**. Applications received will be scrutinized and verified for authentication of information, including inspection of vendor's business premises before acceptance/ rejection of application. The department reserves the right to accept or reject any application for registration. Grant of registration by DST would not confer any guarantee for award of a work/ contract by DST.

4. Firms already registered with DST for these items are requested to submit fresh application with requisite documents for registration, stating nature of services for which they intend to be registered again addressed to **Section Officer, Admin II (B) Section, DST, New Mehrauli Road, New Delhi-16**.

5. Application may be submitted **on or before 16 Mar., 09**. Application received after 16 Mar., 09 shall be considered at the discretion of the Department.

6. Tender forms against limited tender enquiries shall be issued to only those firms who are duly registered with DST.

Yours faithfully,

(Rajiv Mahendru)
Under Secretary to the Govt of India
Tel: 26590349

**APPLICATION FORM FOR REGISTRATION OF CONTRACTORS FOR
MAINTENANCE OF ELECTRICAL STORES FOR 2009-2011**

I. Category and items to which registration is sought:

Sl No.	Category	Items	Yes/ No
1.	All Categories	All items	
2.	A	All items	
3.	B	All items	
4.	C	All items	
5.	D	All items	

Note: Preference will be given to firms seeking registration for all categories/ all items category wise

II. General Information:

1.	NAME OF THE FIRM (IN BLOCK LETTERS)	
2.	a) PERMANENT ADDRESS (OFFICE ADDRESS)	
	b) CORRESPONDENCE ADDRESS	
	c) TELEPHONE NUMBERS (i) OFFICE (ii) RESIDENCE (iii) MOBILE	
	d) FAX NO.	
	e) E-mail id	
3.	CONSTITUTION OF FIRM (i) Proprietary Concern (ii) Partnership Firm (iii) Public/ Private Ltd. Company	
	3.1. Name of the proprietor/ Partners/ Directors	
	3.2. Date of registration of the Firm	
	3.3. Copy of Banker's certificate as per Annexure - II.	
4.	Whether registered with SSI/ NSIC (furnish details with copies of certificates)	i) SSI : Yes/ No ii) NSIC: Yes/ No

PROFORMA FOR BANKER'S REPORT
(To be submitted on the Bankers' letterhead)

The Under Secretary
Administration II (B) Section
Department of science & Technology
Technology Bhavan, New Mehrauli Road
New Delhi-110016

Sub: **Financial credibility report in respect of M/s (Name of the firm with address) for the purpose of registration with Department of science & Technology, New Delhi**

Sir,

This is to certify that M/s.....
(name of the firm with address) are maintaining Current/Saving Account No with this bank branch for the last.....years. The firm has been provided with a credit limit of Rs..... This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully,

()
Chief Manager
Bank/Branch with seal