



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

Technology Bhavan
New Mehrauli Road
New Delhi-110 016

File No.D-24012/ 1/ 7/ 2011 Admin II (B)

Date: 03 Oct., 2011.

To,

All interested Vendors

**Subject: Registration of vendors for supply of office furniture in DST, Technology Bhavan,
New Delhi-110016.**

Dear Sirs,

Applications are invited from manufacturers of repute or their authorized distributors/ suppliers/ dealers or any individual for registering with this Department for supply office furniture.

2. Interested parties are requested to submit their application in the prescribed format (Form A) to this Notice duly filled in complete with all annexure and supported with documents called therein.
3. Companies/firms/concerns holding a valid Registration Certificate or Rate Contract or having successfully executed supply order of these/ similar items including maintenance of this item recently of a reckonable magnitude from DGS&D/ NSIC/ NCCF/ Kendriya Bhandar shall be eligible for grant of automatic Registration without any verification.
4. Application received shall be scrutinized thoroughly for establishing technical competence, financial soundness and decent marketing behavior of the applicant firm. The verification process may include visit and inspection of the firm premises, Offices, Godowns and factory. The firm should have registered MCD/ NDMC or any civic authorities for its own office/ workshop/ Godowns.

Cont'd.....02/-

5. Vendors satisfying the qualification criteria shall be put on the Registration list of this Department for supply of the concerned stores for a period of three years from the date of issuance of registration certificates subject to their satisfactory compliance of conditions prescribed by DST. In case they fail to abide by the conditions laid down by this Department and are found violating any statutory provisions, their registration may be terminated at any point of time with a due notice of two months. This Department reserves the rights to grant registration to one or more vendors for the same item.

6. Registration granted by this Department shall not be deemed to be on par with the Registration granted by Government of India, DGS&D, NSIC or State Governments. Mere Registration with this Department will not *ipso facto* entitle a firm to award of any contract/supply/ maintenance/ work order.

7. The Registered vendors will be invited for quoting their best prices against limited/ advertised tenders floated for the subject stores by this Department. The Department, however, reserves the right to continue source development/ tap additional sources of supply/ maintenance and invite additionally known parties to participate in the limited tender enquiries of this Department.

8. Firms if already had business relationship with this Department will have to apply afresh.

9. Applicants are advised in their own interest to visit the Technology Bhavan and acquaint themselves with the existing infrastructure to have a better idea of the likely acquirements of the stores by this Department. No commitment can be made or minimum quantity guaranteed at the time of registration.

10. There is no processing fee or application fee for Registration with DST. Applications submitted in the relevant Proforma appended herewith will only be considered or processed. Application complete in all respects may be submitted to the undersigned immediately. Registration process remains open throughout the year. However, Limited Tender floated for the item by DST will be issued to only those firms who have already secured registration on the date of issue of Limited Tender. Only those vendors will be allowed to compete/ quote tender, who have been granted Registration on or before the Tender opening date. Request for postponement in Tender opening date due to delay in securing registration shall not be entertained. Application form, Annexure can be downloaded from departmental website www.dst.gov.in and use of the same shall be acceptable.

Yours faithfully,

(Anil Kumar Yadav)
Under Secretary to the Govt. of India
Tele: 26590204

Copy to :-

1. Notice Boards, DST
2. FICCI, DST for putting the Notice and Application documents on DST website.

Department of Science & Technology
(Admn.II (B) Section)

**Application form for registration of firms for indigenous stores as Manufacturers/
Authorized Agents/ Distributors of manufacturer for indigenous stores**

(STRIKE OFF WHICHEVER IS NOT APPLICABLE)

Sl No.	Description	Information
01	Name of Applicant firm	
02	Postal Address/telephone/fax/e-mail of Regd. office (attach proof)	
03	Postal Address/telephone/fax/e-mail of Head Office (attach proof)	
04	Postal Address/ telephone/ fax/ e-mail of other office (attach proof)	
05	Category under which registration is sought a) i) Manufacturer ii) Authorised Agent iii) Distributor b) State if the applicant has entered into an agency agreement with the manufacturer (s) as per Note (3) hereunder. If yes submit copy (ies) of such agreement duly notarized. c) Date of Incorporation: d) Date of commencement of business:	

Authorized signatory (ies) with seal

Date:-

Sl No.	Description	Information
08	<p><u>Technical facilities</u></p> <p>a) Quality control arrangements for routine and acceptance tests (May attach separate sheet).</p> <p>b) Details of testing machinery & facilities available in-house (May attach separate sheet).</p> <p>c) Details of personnel permanently employed: Technical/ skilled/others (May attach separate sheet). Give names, qualifications & experience of employees.</p>	
09	<p>If the products require after sales Service, give names & address of places in Delhi where such facilities are available and indicate value/ extent of spare parts maintained and staff employed.</p>	
10	<p>Whether registered with DGS&D / NSIC / NCCF/ Kendriya Bhandar/ other Government organization?</p> <p>a. Manufacturer</p> <p>b. Allied items</p> <p>c. Maintenance</p> <p>If so, furnish copy (ies) of such Registration letters.</p>	
11	<p>Whether Registered with Govt. Departments/ Ministries (other than DGS&D/ NSIC) for (a), (b) & (c) above (please specify)</p>	
12	<p>Whether the unit is SSI/ non-SSI?</p> <p>If SSI, furnish copy of permanent SSI Certificate.</p>	
13	<p>Annual turnover for last three Financial years (year wise) supported by Audited relevant Balance Sheet with profit & loss statement FY 2008-09</p> <p>FY 2009-10</p> <p>FY 2010-11</p>	
14	<p>Name and address of the bankers: (Indicate Account No. and submit Bankers report in original as per Proforma in Annexure-4)</p>	

Authorized signatory (ies) with seal

Date:-

Sl No.	Description	Information
15	Additional information: a) As the products are BIS marked. If so attach a copy of valid BIS license. b) State if the firm have ISO 9000 Certification. If yes, attach copy of the same.	
16	Details of past supplies made for which registration has been sought in Proforma as Annexure-5	
17	Name and designation of the signatory of this application (enclose a copy of power of attorney where applicable)	
18	Whether the firm should have registered MCD/ NDMC or any civic authorities for its own office/ workshop/ Godowns (attach proof).	

Authorized signatory (ies) with seal

Date:-

Notes:

1. All Annexure/ Enclosures/ documents, supporting the application should be authenticated under signatures of the applicant in ink with seal of the firm.
2. This form is to be accompanied by the statements/ declaration etc. as in Annexure [1](#), [2](#), [3A & B](#), [4](#) & [5](#) (as applicable). The applications with incomplete information/documents are liable to be rejected.
3. If the firm is seeking registration as an agent/distributor of more than one manufacturer, separate application shall be submitted for each of the manufacturer.
4. For the registration of an firm as authorized agent/ distributor, the firm shall furnish agency agreement and the undertakings from the manufacturers as well as from their own side as per the following details.

a) From the manufacturers

- i) That he will accept the responsibility for the satisfactory execution of orders placed on the authorized agents/distributors. In case of any default/ back out, the OEM would arrange completion of supplies/ maintenance during contracted period.
- ii) That the price quoted by the authorized agents/distributors will not exceed that which the manufacturer would have quoted.
- iii) That the inspection request submitted by the Agents would be accompanied by a certificate from the manufacturer that the stores covered under the request have been manufactured by them and the stores offered and supplied would bear the trade mark of manufacturer and that he would stand by Guarantee/Warranty of the product.

Cont'....07/-

b) From the applicant

- i) That he will be responsible for all the contractual obligations including quality aspects, replacement of parts/items and warranty/guarantee obligations.
 - ii) That he will be responsible for providing after-sale service where necessary.
 - iii) That he will indicate besides the quoted prices, the manufacturer's price to him.
5. All Annexures/Enclosures/documents supporting the application should be authenticated under signatures of the applicant in ink with seal of the firm.
6. This form is to be accompanied by the statements/ declaration etc as in Annexure 1, 2, 3A & B, 4 & 5. The applications with incomplete information/ documents are liable to be rejected.

Cont'd.....08/-

Declaration Regarding Conditions of Registrations

1. Registered firms are required to keep Registering Authority informed about the changes in any of the particulars furnished by them in their application or in their product specification or discontinuation of production of any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change or discontinuation.
2. Requests for change in the name of a firm and/or their office address should be addressed to this Department enclosing the original registration certificate duly supported by documentary evidence.
3. In cases where stores are manufactured by a firm other than the supplier, the manufacturer has given a back up warranty for the stores supplied, it will be the responsibility of the supplier/manufacturer (both in case they are different) to ensure availability of spares for at least a period 7 years after the date of supply.
4. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
5. Fresh application shall be required to be made on expiry of registration or for seeking additional registration/change of specification.
6. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders, registered firms are to quote compete with other vendors invited by DST.
7. Whenever registered firms are required to produce copy of their registered certificate, copy of the original certificate complete with all the amendments including additions/deletions etc. is made their after shall be produced.
8. The Government/ DST has right to add/ delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.
9. Failure to abide by the conditions of registration as above and/or any of the other grounds as listed hereunder name of a registered firm is liable to be removed from the list approved suppliers of DST:
 - a) if they make a false declaration to DST or any other Central Government Deptt./ agency;
 - b) if they are found to supply stores of inferior quality;
 - c) if they fail to execute a contract or fail to execute it satisfactorily/ or do not adhere to delivery period specified in the contract.
 - d) on being declared bankrupt or insolvent;
 - e) if they fail to submit the required documents/information for review of registration where required.

Authorized signatory (ies) with seal

Date:-

DECLARATION TO BE SIGNED BY THE VENDOR

I have gone through the conditions for grant of registration detailed in this Application. I fully understand the same and confirm that I agree to fully comply with the same. I fully understand that it is incumbent on my part to comply with the provisions of the all Indian laws/ acts/ statutes as applicable to our line of manufacture/ Maintenance and other provisions like Income-tax/licensing and registration under BIS licence/ Factory Act registration and any other applicable Acts/Laws/statutory requirements including the requirements of environmental clearances etc. We have submitted an application for registration with DST after having complied with these/all other statutory requirements and onus for correctness and fulfillments of the same would be on us.

Authorized signatory (ies) with seal

Date:-

Cont'd.....10/-

(To be executed on Non-Judicial Stamp Paper of Rs.5/- or Rs.10/- and attested by a Notary Public or 1st Class Magistrate)

A F F I D A V I T

I/We*.....son of.....the Proprietor/Partner(s)/ Director(s)* of M/s with their registered office at..... who is/ are Agents/ authorized agent/distributors /authorized supplier of M/ssolemnly affirm and state on oath that:

1. a) The premises of the firm situated at are owned exclusively/rented by me/us* upto(indicate date).

b) That the applicant firm possess adequate after sales service facilities which are available at(give address(es)).

2. None of the Proprietor/Partners/Directors* of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned/suspended business dealings.

3. We undertake to report to the DST immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor/Partners/ Directors* are Proprietor or Partners or Directors of such a firm which is banned/suspended in future either before the Registration is granted or thereafter.

The information given above is true to the best of my/our knowledge.

Place:
Date:

Signature(s) of Deponent(s)
(Seal of the firm/Company)

Verification

I/We* above named deponent/deponents hereby verify that the contents of my/our* above deposition are true to the best of my/ our* knowledge and nothing has been concealed there from.

Verified athours on the.....day of.....month of year of two thousand and eleven.

Signature(s) of Deponent(s)
(Seal of the firm/Company)

Cont'd.....11/-

(To be executed on Non-Judicial Stamp Paper of Rs.5/- or Rs.10/- and attested by a Notary Public or
1st Class Magistrate)

A F F I D A V I T

I/We.....Son of.....the Proprietor/Partner(s)/Director(s) of M/s
..... with their registered office at solemnly affirm
and state on oath that:

1. The plant & machinery/premises etc of the factory of the firm situated at
..... are owned exclusively by me/us.
2. None of the Proprietor/Partners/Directors of the firm was/is Proprietor/ Partner/ Director
of any firm with whom the Government has banned/suspended business dealings.
3. We undertake to report to the Registering authority of DST, immediately after we are
informed but in any case not later than 15 days, if any firm in which Proprietor/ Partners/
Directors are Proprietor/ Partners/ Directors of such a firm which is banned/ suspended in
future either before the registration is granted or thereafter.

The information given above is true to the best of my/our knowledge.

Place:
Date:

(Signature(s) of Deponent(s)
(Seal of the firm/Company)

Verification:

I/We, above-named *deponent/deponents hereby verify that the contents of my/our above
deposition are true to the best of my/our knowledge and nothing has been concealed there from.

Verified athours on the.....day of.....month of year of two thousand
and eleven.

Signature(s) of Deponent(s)
(Seal of the firm/Company)

Notes:

1. *Strike out whichever is not applicable. Affidavit portion regarding ownership of Plant
Machinery is not applicable, where audited Accounts are submitted.
2. The applicants may submit the Affidavit separately or together as is convenient.

Cont'd....12/-

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) is 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/ Branch Manager
Bank/Branch with seal

Cont'd.....13/-

**PERFORMANCE STATEMENT
(FOR LAST 3 YEARS WITH GOVT./ MINISTRY/ DEPAARTMENT)**

1. Name & address of the Purchaser (s)
2. P.O./ AMC No. & date
3. Brief description including AMC
4. Quantity of Stores/ Equipments on AMC
5. Value including AMC in Rupees
6. Quantity supplied/ Put under AMC
7. Inspecting Authority
8. Satisfactory completion
Letter of client/ purchaser,
if any.
9. Whether supplies completed successfully in original
Delivery period/ maintenance done timely

Authorized signatory (ies) with seal

Date:-