



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
New Mehrauli Road, New Delhi-110 016

File No. D-24012/1/4/2011 Admin II (B)

Date: 03 Oct., 2011

To.

All Interested vendors
(Firms are already registered with the Department and the registration is valid, need not to apply afresh)

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 need not to apply afresh till the validity of existing registration certificate. Interested vendors are requested to submit application with requisite documents for registration, stating nature of services for which they intend to be registered, addressed to **Section Officer, Admin II (B) Section, DST, New Mehrauli Road, New Delhi-16**.

5. 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. Firms granted registration shall be exempted from submission of EMD.

Yours faithfully,

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

TO: 1. FICCI, DST for posting on DST web site.

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

Cont'd...04/-

5.	Whether having registration with CPWD/ PWD/ Railways/ other Central Govt. Ministries/ Departments/ PSUs/ Central Autonomous Bodies/ Scientific Institutions	(Attach copies)
6.	Income tax/ Sales Tax/ VAT/ PAN & PF Registration Nos.	i) PAN: ii) ST Regn./ VAT No. iii) PF Code No. iv) Copies attached: Yes/ No

III. List of Major Works Carried out/ successfully completed during last 03 years:

Sl No.	Description of work	Value of work	Duration & period of execution	Name of customer/ organization

Note: Please attach copies of work order, completion certificates etc.

IV. List of technical personnel available on regular basis:

Sl No.	Name of Technician	Qualifications	Experience

V. List of tools/ machinery available

Sl No.	Type of Machinery	Size/ Specifications	Qty

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