

**SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL**  
**(An Institute of National Importance under Ministry of HRD, Govt. of India**  
**Neelbad Road, Bhauri, Bhopal – 462 030 (M.P.)**  
**Phone No.: +9179042204, +917024168412**

No: SPAB/SPS/2014-15/01/Empanelment

Date: 30.03.2015

**EMPANELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR OFFICE STATIONERY,  
FURNITURE & FIXTURES, TRAVEL AGENCIES, PRINTING AGENCIES, ADVERTISING  
AGENCIES, TRAVEL & TRANSPORT SERVICES, REPAIRS AND MAINTENANCES ETC.**

The School of Planning and Architecture, Bhopal (herein after called SPAB) (an Institute of National Importance under Ministry of HRD, Govt. of India) intends to register/ empanelment of suppliers/ vendors/ service providers by which Institute can have a broad panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed. Although the Institute would prefer enquiries with the empanelled vendors, the Institute reserves the right to opt for other mean, like advertisement in case of it desires so.

**2. Empanelment / Registration Procedure.**

- 2.1. The application should clearly 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 the vendor / firm has the required eligibility criteria & experience for the that category of work / item.
- 2.4. Service providers / suppliers applying for registration/ empanelment shall have to pay the requisite (cost / fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of “Director, SPA, Bhopal” payable at Bhopal (M.P.).  
  
The cost of application forms and processing fees to be remitted along with the forms, shall be as ` 500/- (non-refundable).
- 2.5. Service providers / suppliers shall have to fill and submit the registration form along with required documents and fees to “The Assistant Registrar, Stores & Purchase Section, School of Planning and Architecture, Neelbad Road, Bhauri, Bhopal – 462 030 (M.P.)”.
- 2.6. Applications incomplete in any respect, viz non-submission of any required document of information, or processing fee of ` 500/- will be rejected.
- 2.7. 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 NO. \_\_\_\_\_”
- 2.8. Vendors / firms registered with DGS&D, NSIC, NCCF, Kendriya Bhandar, may submit their registration certificate along with other certified documents.
- 2.9. The following essential documents (whichever is applicable) should accompany with the registration form:

- 2.9.1. CST / VAT / TIN No.
- 2.9.2. Trade License; Factory License.
- 2.9.3. Income Tax Permanent Account No.
- 2.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- 2.9.5. Registration Certificates with DGS&D / NCCF / Kendriya Bhandar.
- 2.9.6. Current dealership agreement if any.
- 2.9.7 SSI / NSIC certificate.
- 2.9.8. Annual Turnover Certificate/ IT Returns for last 03 years
- 2.9.9. Bank Details.
- 2.9.10. Relevant ISO certificates.
- 2.9.11. A notarized affidavit that the vendor hasn't been black listed by any institution of the Central / State Govt. / any PSU, University, Institute etc., in the past three years.
- 2.9.12. On receipt of the registration form along with the requisite documents as mentioned above and after scrutiny the firm/ supplier will be registered.
- 2.9.13. 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 SPAB procedure, for two year or so, at a time subject to satisfactory performance of the firm during initial registration period.
- 2.10. 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) Category No. along with description

### 3. Category – Wise List of Items / Work

Code No.	Category	Particular / Name of Item
1.	Stationery	Office stationery, class room stationery etc.
2.	IT / Computer peripherals	Computer, laptop, Hard Disk, VGA cable, HDMI cable, mouse, printers, UPS, projector etc.
3.	Furniture	Office furniture, computer furniture, hostel furniture, almirah, cabinet, etc
4.	Refrigerators, A.C., and other Electrical equipments	Split AC, Air-cooler, water cooler, water purifier, refrigerator, washing machine, vacuum cleaner etc

5.	Boards	Sign board, notice board, green board, white display board, stand etc.
6.	Cartridges & tonners (HP make)	88A, 36A, 78A (colour & black) etc.
7.	Sports material	All sports material, fitness kit/ gymnasium etc.
8.	Printing	Cover design, composing, offset printing, screen printing, digital printing, letter press printing, printing of annual report, information brochure, news letter, answer books, visiting cards, invitation cards, forms, posters, letter heads, ledgers, registers etc.
9.	Travel / transport services (On call basis to staff members, students & as per office demand viz., tours, special function etc.)	Providing cars, buses, trucks, loader etc. for local and outstation travel / transportation
10.	Fire extinguisher	Dry powder type, water CO2 type, Mechanical foam type, CO2 type etc.
11.	Housekeeping items	Phenyl, R2, R4, surf, harpic, acid, dust pan, brooms, naphthalene balls etc.
12.	Advertising agency	Admission notice, recruitment notice, window advertisement etc.
13	Repair & Maintenances	a) Furniture & fixtures etc.  b) Air-conditioners, water cooler, aqua-guards, air coolers, ceiling & wall mounting fans etc.
14	Electrical, carpentry, plumbing & hardware & Accessories	Fan (ceiling/table/wall), water heater, inverters, generators, lamps & lighting fixture, decorative lamps, voltage meter, stabilizer, LED lights, plugs, switches, wire/ cable, electric fitting/ accessories, Drill machines, pipes, hammers, inch-tape etc.
15	Travel agencies	Booking of air/ train tickets

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

**SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL  
SUPPLIERS/ VENDORS/ SERVICE PROVIDERS REGISTRATION FORM**

Name of firm/ company  (whether proprietary/ partnership/ Pvt. Ltd., / Public Ltd.,)		
Mailing address of Registered Office:  Website address:		
Telephone no., fax no.		
Mailing address of local shop/ branch office (if any)		
Contact person  Name & designation		
Telephone no., fax no.,		
E-mail		
Category of vendor (Please tick whichever is applicable)	Manufacturer	Authorized stockiest
	Converters/ assemblers	Supplier/ distributor
	dealer	Service provider
Details of item category for which registration is sought		Category code:
Whether your firm is registered under (Please tick whichever is applicable and attach the photo copies of current registration certificate and other documents)	<ol style="list-style-type: none"> <li>1. SSI/NSIC/DGTD/DGS&amp;D/Kendriya Bhandar/BIS.</li> <li>2. District Industries Center</li> <li>3. Partnership Act</li> <li>4. Indian Company Act 1956</li> <li>5. With any Govt. undertaking/ Deptt.</li> </ol>	
CST / VAT No. / TIN (attach attested copies)		

**Signature & seal of the authorized person** \_\_\_\_\_

Income tax Permanent Account Number (attach photo copy of PAN)		
Trade License; factory license. No. (attach attested photocopies)		
Annual turnover/ IT Returns for last 03 years (attach attested photocopies)	FY 2011-12	
	FY 2012-13	
	FY 2013-14	
Name & address of banker/ s		
Bank A/c No. & RTGS Details		
If manufacturer:-  Name & address of your authorized dealer / distributors		
If an authorized dealer /stockiest:  Details of item under authorized agency to be indicated (attach photocopy of certificate)		
Attested Xerox copies of purchase orders received from Govt. Institutions/ PSU / Reputed organization, for supply of similar materials (for which the firms wants to be registered), to be submitted	Submitted  Not submitted	
You are capable of executing supply order to SPA, Bhopal	<ul style="list-style-type: none"> <li>• Upto 1.00 lakhs</li> <li>• 1 lakhs to 10 lakhs</li> <li>• 10 lakhs to 50 lakhs</li> <li>• 25 lakhs to 50 lakhs</li> <li>• 50 lakhs and above</li> </ul>	

Signature & seal of the authorized person \_\_\_\_\_

Whether your firm/ company has been blacklisted by any of the Central/ State Govt. PSU, University, Institute, any other organization. (attach a notarized certificate)	<p style="text-align: center;">Yes</p> <p style="text-align: center;">NO</p>	<p style="text-align: center;">Certificate enclosed</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">NO</p>
Application form & registration fees	amount	<p>D.D. No.            date:</p> <p>Bank Name</p>

**DECLARATION**

- i. This registration shall not bind SPA, Bhopal to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders
- ii. I/ We declare that the information furnished above is true to the best of my/ our knowledge.
- iii. I/We agree to deposit EMD/ S.D. Separately as may be required by the condition of tenders/ rate contract to be issued by SPA, Bhopal from time to time
- iv. This registration shall be used for Limited Tender Enquiry & Rate Contracting the firms by SPA, Bhopal
- v. I/ We have gone through each & every terms & conditions written in the document provided with the vendor registration form. I/We declare that all the terms & conditions of SPA, Bhopal are acceptable to me/ us.
- vi. I/ We agree that the payment will be made after delivery, acceptance and installation is acceptable.

**Signature with seal  
Name**

#### **4. Terms & conditions for Vendor Registration / Empanelment as a Supplier / Service provider**

- 4.1. 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.
- 4.2. SPAB reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of SPAB, in respect of registration of parties for various categories of work / item shall be final & binding on all concerned registered firms / vendors in the panel of SPAB.
- 4.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of SPAB and keep the Institute informed of new products / developments / innovate ideas that shall help reduce the cost and improve quality, reliability etc.
- 4.4. Two-part tendering is done where technical screening / clear technical specification 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.
- 4.5. This document is treated as a valid contract between SPAB and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders /work orders placed by SPAB from time to time during the registration period.
- 4.6. In case of empanelled vendor is found in breach of any terms & conditions of SPAB 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 SPAB, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with SPAB.
- 4.7. The vendor should not assign or sublet the empanelment or any part or it to any to any vendor in any form. Failure to do so shall result in termination of empanelment.
- 4.8. All registered firms are expected to maintain absolute integrity, follow a descent standard of business ethics and do nothing unbecoming of a register supplier.
- 4.9. In all future correspondence with SPAB, empanelled vendors are required to quote the Registration No.
- 4.10. The SPAB has all 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 reasons for the same.
- 4.11. The SPAB has all the powers to blacklist a firm after giving reasonable opportunity for defence.

## **5. Indemnity**

The selected vendor shall indemnify the SPAB 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. SPAB / User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

## **6. Termination of Default**

- 6.1. Default is said to have occurred; a) 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 SPAB. b) If the vendor fails to perform any other obligation(s) under the empanelment. c) 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 SPAB (or take longer period in spite of what SPA may authorize in writing), SPAB may terminate the empanelment / purchase order in whole or in part.

- 7. All disputes in this connection shall be settled in Bhopal (Madhya Pradesh) jurisdiction only.**