

गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR [C.G.]

(A Central University established by the Central Universities Act, 2009 No. 25 of 2009)

Phone 07752-260381, Website - www.ggu.ac.in

Expression of Interest (EOI)

Offer/Opportunity for Empanelment / Registration (FOR THREE YEARS)

Empanelment / Registration of Vendors /Suppliers of goods /Manufacturer / Work Contractors /Service Providers as per GFR rule-142 read with rule 151 and GFR rule 179 read with rule 181 for limited tender's inquiries.



Details of fee :-

For new registration:- (Total Rs. 1100/)

Cost of Application form	: - Rs 100/-
Processing fee	: - Rs. 500/
Registration fee	: - Rs. 500/-

For renewal of preceding registration:-

Renewal fee : - Rs. 500/-

(Chargeable after the date of expiration of preceding registration to keep the registration valid and alive)

NOTE: -

1. Separate application form along with requisite fee must be submitted for each category of item / work / service.
2. Those, who were already registered for three years, may submit renewal fee, as given above, along with a fresh application for renewal, if they so desire to keep their registrations valid and alive for further three years from the date of expiration of their preceding registration .
3. University reserves the right to accept/ reject any or all applications without assigning any reason thereof.
4. University also reserves the right to amend/change a category as whole and various items/goods/services/works within a category, separately, as and when required.



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(A Central University established by the Central Universities Act 2009 No25of 2009)
Phone 07752-260401,260381, Web site www.ggu.ac.in Email- arfinancaggv@gmail.com

No. 109 / Stores / Reg./EoI/2016

Bilaspur, Date- 20.06.2016

 <p>गुरु घासीदास विश्वविद्यालय, बिलासपुर(छ0ग0) Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) Phone 07752-260209, 260381, Web site www.ggu.ac.in</p>
No109 / Store/ Reg./ EoI /2016 Bilaspur, Date: 20.06.2016 Expression of Interest Applications, for the registration of Vendors/Suppliers of goods /Service Providers/Work Contractors, are invited from the interested firms, who are in the business of manufacturing, stocking or marketing of goods and operating of operator of services of specified categories as described in EoI documents. Application form along with details terms & conditions can be obtained from the university stores and also downloaded from the university website www.ggu.ac.in . Registration forms along with non-refundable fee must reach the office of the Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.) by registered / speed post/Courier. <p style="text-align: right;">Registrar</p>

Details of Terms and Conditions

Registration/ Empanelment of Firms/Companies/Vendors/Contractors/Service Providers

Guru Ghasidas Vishwavidyalaya Bilaspur (Chhattisgarh) India -495009 intends to register/empanel the Vendors/firms/companies/contractors/service providers who are in the business of , manufacturing, stocking and/or marketing /distribution of goods , different type of work contract and services of specified nature .

The main object of registration is to have a broad based panel of technically capable, financially sound and reliable sources of supply of goods, procurement of works/ services to which enquiries can be addressed for the University purchases and procurement of goods & works/ services.

1. Eligibility & categories for Registration/ Empanelment

All firms/agencies, which are in the business of manufacturing, authorized distribution or marketing of various types of stores, materials, equipment's etc. and specified service providers in respect of repairing and maintenance work of equipment's /buildings /laboratories and other general work executors /service providers are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

2. The firms registered with GGV, Bilaspur will enjoy the following benefits

- a) Once the firm is registered with GGV, **Bilaspur**, the firm is exempted from paying Earnest Money Deposit in cases of Limited tenders.
- b) Tender enquiries against demands which are not advertised, are sent to the registered firms, directly to their email-id.

3. Screening of applications

Preliminary screening of applications would be done with reference to information provided in the prescribed formats. All applications shall be grouped in the following:

- a) Suppliers/ Manufactures/ Distributors/Dealers indigenous and/or imported items and general goods suppliers
- b) General and specific Work Contractors / Service Providers.

For certain critical materials, spares and specific equipment's, committee/authorized person of the university may visit the business site of potential vendors for verification of their manufacturing capacity, adequacy and care of production equipment, in-house quality assurance system, testing facilities available, technical know-how of supervisory personnel, competence of management etc.

Signature & Seal of Authorized Person



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4. Empanelment / Registration Procedure

- 4.1. The applicant should clearly read all the pages of this document and signed duly as acceptance of terms and conditions.
- 4.2. Correct / relevant information / data have to be furnished by the vendors.
- 4.3. The Service providers / suppliers/Contractor should make sure before applying for a particular type of Category, that the vendor/firm has fulfill the required eligibility criteria & experience for that category of work / item.
- 4.4. ***Demand draft of Rs.1100.00 (Rupees one thousand one hundred only) towards New Registration fee must be enclosed with the application in the favor of "Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)" Payable at Bilaspur -Chhattisgarh" The application without fee is liable to be rejected. If the manufacturers/ suppliers don't meet the requirement of university, the same demand draft will be returned.***
- 4.5. Service/work providers / suppliers seeking application form shall have to pay the requisite (fee) amount as stated above, for registration / empanelment and a Declaration form in **Annexure - C**. must be enclosed with the application form given in **Annexure - D** .Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 4.6. 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** (Refer Annexure -A& B) " and sent to the following address :-

**The Registrar, Guru Ghasidas Vishwavidyalaya
Koni, Bilaspur (Chhattisgarh) India -495009**

4.7. Vendors / Firms registered with DGS&D, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment at GGV, BILASPUR, on the basis of registration certificate of such agencies along with other certified documents.

4.8. The certified copies of essential documents (whichever is applicable for relevant category) should accompany with the registration form as applicable to concern group as part of documents mentioned in application form.

On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the GGV, BILASPUR after suitable Scrutiny.

4.9. 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 GGV, BILASPUR procedure, for further two years , at a time (without renewal fee) subject to satisfactory performance of the firm during initial registration period of one year. Those, who were already registered for three years, may submit renewal fee, of Rs. 500/-, along with a fresh application for renewal, if they so desire to keep their registrations valid and alive for further three years from the date of expiration of their preceding registration .

4.10. Registration Certificate: -The vendors/firms approved for registration for one and more categories of materials/works/ services shall be allotted a Registration Number along with Vendor Trade Group/ Category Number shall be issued a Registration Certificate, which shall be valid for a period of three years from the date of approval of competent authority provided that the registration has not been cancelled by the university. Registration will be effective from the date of issue of registration Certificate.

4.11. Renewal of Registration: Renewal of registration shall be done for a further period of three years based upon the performance of vendors during the last three years. Vendors seeking renewal shall submit a fresh application form, three months prior to expiration of the validity of registration, duly filled in, along with necessary documents & Registration fees.

4.12. Service Centers:-Service Centre in Bilaspur as well as in major cities, operational for more than 3 years, may be given. 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 & the EMD / SD will be forfeited by the university.

4.13. Pre-mature Termination of Registration: - **Premature** termination of registration of vendors/firms may be done with the approval of competent authority, if the vendor is non-responsive against tender enquiries or on account of its performance or disabilities as detailed below -

- a) The performance of vendor is rated below the minimum acceptable level during the evaluation process and no improvement is observed in spite of a notice to this affect.
- b) Vendor fails to respond to three consecutive tender enquiries within the range of product/work/service for which it is registered.
- c) Vendor fails to execute the order.
- d) Vendor no longer has the technical staff or equipment considered necessary for repairing and maintenance works of laboratory and other general equipment's.
- e) Vendor is declared bankrupt or insolvent or its financial position has become unsound and in case of public limited company, it is wound up or taken into liquidation.
- f) Vendor fails to furnish Income Tax Clearance Certificate or any other document when called for.
- g) The registered firms shall be liable to be removed from the list of approved firms if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard items/goods or make any false declaration to the University or for any other grounds which, in the opinion of the Institute, is considered to be against the public interest.
- h) The integrity of vendor/firm is suspected.

Black-listing of firm can be done on the recommendations of the faculty/staff and with approval of Competent Authority. The Stores Section shall process all such cases reported by the Department. The information on such firms shall be promptly and widely disseminated by Stores Section to all concerned.

1.14. Banning of vendors for future business dealing;-

This shall be done in case of unethical business practice is established or furnishing wrong information false/ manipulated documents or the vendor is charges by any government agency for an offence against Government regulation and subsequently prosecuted in the court of law. Banning orders shall also indicate names of all partners, director etc.

of the company and its allied/ sister concerns, if any.

4.15. Revocation of Pre-mature Termination of Registration:-

Pre-mature termination can be reviewed and revoked by competent authority, if it is of the opinion that disability already suffered is adequate in the circumstances of case. Such review may be carried out on specific representation from the vendor/firm with categorical assurance of not repeating the circumstances under which registration was terminated.

**4.16. The registration of vendors /firms has no bearing with the Open tender/
Advertised**

Tender /Global tender. The registered vendors /firms may participate in the open Tender/advertised tender/global tender separately if they desire and satisfy the Condition therein

4.17. Registration of vendors /firms does not confer any right on the vendors /firms to claim order or tender enquiry.

Terms & Conditions for Vendor/Firm Registration / Empanelment as a Supplier of goods/service provider/work contractor.

5.1 General Clause

- a) The said registration, only qualifies a particular vendor/firm for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor/firm is registered /empanelled. However, this will not give any claim to the party for award of work/ purchase order.
- b) GGV, BILASPUR reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of GGV, BILASPUR, in respect of registration of parties for various categories of service/work / items shall be final & binding on all concerned registered firms / vendors in the panel of GGV, BILASPUR.
- c) Vendors/Firms once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of GGV,BILASPUR and keep the University informed of new products/ developments / innovative

Ideas that shall help reduce the cost and improve quality, reliability, etc.

- d) Two-part tendering is done where technical screening/clear technical specifications are not available. In such cases vendors/firms will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be considered for opening.
- e) This document is treated as a valid contract between GGV, BILASPUR and Vendor/Firm, and adherence to all aspects of fair trade practices in executing the purchase orders/ work orders placed by GGV, BILASPUR from time to time during the registration period.
- f) In case of empanelled vendor/ firm is found in breach of any terms & condition(s) of GGV, BILASPUR 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/firm and EMD/Security Deposits shall be forfeited by GGV, BILASPUR, besides debarring and blacklisting the vendor/firm concerned for at least three years, for further dealings with GGV, BILASPUR.
- g) The vendor/firm should not assign or sublet the empanelment or any part or it to any other vendor/firm in any form. Failure to do so shall result in termination of empanelment.
- h) **Any vendor/firm can get registered and empanelled any time throughout the year. All those vendors/firms who are registered and confirmed shall be entertained for various queries.**
- i) All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with GGV, BILASPUR empanelled vendors are required to quote the Registration Number.
- j) GGV, BILASPUR reserves the rights to add / delete / alter any of the items/work/service 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.

5.2. Price Variation/ Best-Price Clause.

If the registered vendor sells any item to any other department / Organization at a price lower than the price agreed for GGV, BILASPUR, the vendor must voluntarily pass on the price difference to GGV, BILASPUR with immediate effect.

5.3. Indemnity

The selected vendor shall indemnify the GGV, Bilaspur and user department 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. GGV, Bilaspur/user department stand indemnified from any claims that the vendor's/firms manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.

5.4. All disputes in this connection shall be settled in Bilaspur (Chhattisgarh) Jurisdiction only.

In the case of dispute arising between Vishwavidyalaya and Applicant/Supplier/vendor/firm, which has not been settled amicably, the dispute shall be:-

- a) Referred to the arbitration under arbitration act.
- b) The arbitrator shall be appointed by competent authority of university or his nominee shall work as arbitrator.
- c) The decision of arbitrator shall be final and binding upon both the parties.
- d) The expenses of arbitrator shall be borne by Applicant/Supplier/vendor/firm. However, the expenses incurred by each party in connection with preparation, presentation shall be borne by the party themselves.

Signature & Seal of Authorized Person

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Bilaspur, Date .20.06.2016

Annexure - A

Group - A: -Suppliers/ Manufactures/ Distributors/Dealers of Goods/Items/Equipment's.

S.N	Item Category	List of items covered under this category	Category Code	Contact /Execution Office/section/department.
1.	Computers, its accessories and necessary parts etc.	All types of Computer, Desk Top/ Lap Top/ Palm Top /Tab and their accessories and necessary parts like Monitor, Touch Screen, , Key board, Mouse, Ram, CPU, Power supply, mother board, Parallel port, sound card, speaker etc.	GA-1	Concerning departments/section / office.
2.	Specific IT related hardware & equipment's.	Servers, switches, data transfer cables/wires, Work-Station, specific IT Lab equipment's, IT equipment's for Labs / ICT enabled class room equipment's , video conferencing equipment's , smart boards, 3-D projector, projector screen etc.	GA-2	Concerning departments/section / office.
3.	UPS, Batteries, Printers, Scanner, Projectors and related articles.	All types of Printers (laser/inkjet), Scanner, Projectors, toner cartridge of all types of printer models, refilling of toner/cartridge, UPS (online/offline), Batteries, stabilizers, DVD writer, DVD etc.	GA-3	Concerning departments/section / office.
4.	Various Software's, Data Storage Devices & Antivirus	All types of Software's & Antivirus, all kind of Hard Disks, Pen Drives , DVD Writers / DVD/CD etc.	GA-4	Concerning departments/section / office.
5.	Furniture	All types of furniture including Office furniture, lecture hall/class room furniture, library/lab furniture, computer furniture, mess/canteen/guest houses /home furniture, chest, rack, sign board, notice board store well & Customized laboratory furniture etc.	GA-5	Concerning departments/section / office.
6.	Office equipment	Fax, photocopier, EPABX machine, intercom system, duplicating machine, General video conferencing system etc.	GA-6	Concerning departments/section / office.

7.	Cameras & Voice Recorders.	All types of cameras, recorders including Voice r Video Camera, Digital Camera, Scanning Camer Camera with all accessories, fittings and their pa	GA-7	Concerning departments/section / office.
8.	Light and sound arrangement systems	All types of light and sound arrangement systems including complete PA system, Loud Speakers etc. Specific arrangements of light and sound systems for auditorium /conference /meeting halls etc.	GA-8	Concerning departments/section / office/ Engineering Section.
9.	Street/garden/park lights /Solar lights.	High mast light, park /garden / fountain lights, street lights , sodium / mercury vapor lamps, LED lamps, Emergency Lights, Torch , Solar lights & Solar energy Appliances.	GA-9	Engineering Section.
10.	General Electrical maintenance articles.	Fans / ceiling/table/ wall mounting fans, ordinary room lamps, Lights, tube lights complete, LED lamps/ CFLs and other luminaries including decorative lamps and lighting fixture. Switches and Electrical accessories including Cables, wires, voltage meter, electrical Plug, sockets and circuit protection devices etc.	GA-10	Engineering Section.
11.	Home/Hostel/guest houses/canteen/mess/ Office Appliances	Refrigerators, Washing machine, vacuum cleaner, Geyser , Room Heater, Televisions Including Color T.V. / LCD/LED/Plasma TV, Set-Top Box and necessary parts / accessories etc.	GA-11	Concerning departments/section / office/ Engineering Section.
12.	Air Coolers & Air Conditioners.	All types of Air Coolers/Room Coolers/Duct Systems & Air Conditioners including Split& Window- AC and their necessary parts / accessories etc.	GA-12	Engineering Section.
13.	Water Cooler & Water purifier	All types of Water Coolers & Water purifiers including RO Systems and their necessary parts / accessories etc.	GA-13	Engineering Section.
14.	Electric Transformers, Inverters, Generators etc	All kinds of Transformers, Inverters and related items, Generators etc.	GA-14	Engineering Section.

15.	Fire extinguisher & Firefighting system.	All types of Fire extinguishers (Water Based /Gas Based), Their refilling, Modern Firefighting systems, related machines and water carrying light vehicles.	GA-15	Engineering Section.
16.	Supply of Sports material / equipment's.	All kinds of sport materials and equipment's including general supply needed for physical education department and its gymnasium / laboratories etc.	GA-16.	Physical Education Department.
17.	Workshop/Lab Tools & Spare parts etc.	Engineering section/workshops/Labs tools & others Spare parts etc.	GA-17.	Concerning departments/section / office/ Engineering Section.
18.	Different kind of papers including Cream Vove papers	Cream Vove Papers of different GSM for various kind of University printing including Answer Sheet Printing, for printing of different kind of Registers etc.	GA-18.	Stores/Examination.
19.	Office Stationeries including Computer Stationeries.	All kinds of Computer and Office Stationeries like Rim paper, stapler, gum, duster, chalk, green, white & black board etc. General envelops of various size for different office user.	GA-19.	Stores/ Concerning departments/section / office.
20.	Library stationary	Library stationery like loan, visitor, accession, binding, borrower, periodical register, book card, blank cards, book pocket, spine level, date slip etc.	GA-20.	Librarian /Central Library
21.	Specific packaging material.	General Envelopes, Specific Envelopes of different sizes, Lattha Clothes, Sutli, Vardana , Different types of cartons and other packaging materials .	GA-21.	In charge of Press/Examination/store/
22.	Kitchenware	Utensils, kitchen equipment and crockery , Ben marieetc	GA-22.	
23.	General Equipment's / Instrument for departmental labs.	General Supply of equipment's to various Departmental Laboratories including Equipment/ Machines for Engineering / Technology/Science/ Other Departments /Labs of Civil, Electrical, Mechanical, Chemical engineering , Botany, Zoology, Biotechnology, Pharmacy, Physics, Chemistry, Forestry, Rural Technology etc.	GA-23.	Concerning Heads of departments /Deans of schools.
24.	Specific research Equipment's / Instruments for various Projects	All kinds of specific /sophisticated/analytical equipment's/instruments for various specific project related research works sanctioned by different agencies.	GA-24.	PI/Coordinators through head of departments/deans of schools.

25.	General Departmental Lab consumables	Lab Consumables includes physical/chemical/biological / engineering /tech consumables & glassware/plastic wares and other commonly used minor consumables materials in Science / Technology / Engineering labs.	GA-25.	Concerning Heads of departments /Deans of schools.
26.	Specific Project related Research consumables.	Specific Project Research work related consumables including glassware/plastic wares and consumables materials used for specific project work in Science / Technology / Engineering etc.	GA-26.	PI/Coordinators through head of departments/deans of schools.
27.	Medical equipment & medicines	General Surgical equipment's. All types of drugs, medicine(Allopathic/Ayurvedic/Homeopathy),vaccine etc.	GA-27.	Health Officer/Health Centre
28.	Vehicle	Manufacturers / authorized dealers of various cars, buses, ambulances, tractors, jeeps, SUVs , specific vehicles etc.	GA-28.	Vehicle cell In charge.
29.	Doors, False ceiling Partition material supply and works.	Supply of All types of Pressed / PVC /Glass Doors, frames, Aluminum section, Aluminum partitions / False ceiling material and paneling works etc.	GA-29.	Engineering Section.
30.	Pumps & accessories.	Sub-mersible pumps, Hand pump and its accessories.	GA-30.	Engineering Section.
31.	Supply of Carpentry material/items.	Carpentry materials including Linonium & curtains (with Fittings) etc.	GA-31.	Engineering Section.
32.	Supply of basic Building construction materials.	Building materials (like- cement, gitti, moorum, sand, earth steel, steel GI sheet, asbestos sheets, angle, bricks, marble, kota, Rajasthan, glass, fiber sheet, tiles, stone-dust etc.)	GA-32.	Engineering Section.
33.	Sanitary Wares and Pipes etc.	All kinds of sanitary wares & water supply drainage line materials, pipe line etc.	GA-33.	Engineering Section.
34.	Supply of paints & painting materials.	All kinds of Paint & Painting Materials including wall putty / plastic putty , plaster of paris etc.	GA-34.	Engineering Section.
35.	Cement concrete & Iron Products.	Hume pipe & other cement concrete product/Iron Products etc. (Like-Garden Benches, sluice gate, poles etc.)	GA-35.	Engineering Section.
36.	Sweeping/cleaning items	Phenol, harpic, Acid, odonil , Jhadu, Pocha, kapda and other housekeeping materials etc	GA-36.	Concerning Departments/Offices Stores/Engineering Section.

Suppliers/ Manufactures/ Distributors/Dealers/firms/vendors for Group-A (Sl. No.1 to 36) shall submit certified copies of following documents (wherever, applicable):-

- VAT/ Sales Tax Registration No. / Tin No.
- Income Tax PAN Number
- Income tax return filed for last three years
- Shop Establishment Registration number
- Dealership documents (if any)
- List of clients
- Balance sheet of previous year
- Performance certificate from reputed organizations with copies of recently executed purchase orders.
- Relevant ISO certificate (Optional)

Signature & Seal of Authorized Person



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Annexure - B

B: - PROCUREMENT OF SERVICES/WORKS

S.N.	Categories of services/works	List of services/works covered under category	Category Code	Contact Office/section/department.	/Execution
1.	General Printing Works and supply of general printing materials/printed materials.	General Printing work (Leaflets, Visiting cards, Invitation Cards, Certificates, Coupons, Forms, Plate making for offset printing etc.)	SB-1	Concerning Departments/Offices Stores.	
2.	Specific Printing Works.	Annual Reports , Other Reports, specific Magazines / brochures etc.	SB-2	Concerning cell/Departments/Offices Stores.	
3.	Catering & Tent Services.	Catering, light decoration, sound system arrangement.	SB-3.	Concerning Departments/Offices /Engineering Section.	
4.	Travel/Transport services.	Providing car, jeep, bus, trucks for local and outstation travel/transport.	SB-4.	Vehicle cell In charge.	
5.	Video Shooting /Photography /Short Film Making.	Video Shooting / Photography work/Short Film Making work.	SB-5.	Concerning Departments/Offices/cell/Engineering Section.	
6.	Painting/White Washing	Painting and white washing works	SB-6	Concerning Departments/Offices /Engineering Section.	
7.	Book Binding/Spiral binding.	Book Binding/Spiral binding related work	SB-7.	Librarian /Central Library	

8.	Hiring of Chartered Accountant firm /other firms.	For Preparing Annual Account /conducting Physical verification of Asset/Bar-coding of asset and all associated work related to physical verification of asset.	SB-8.	Finance Section.
9.	Sign board and name plate.	Sign board and name plate work.	SB-9.	Concerning Departments/Offices /Engineering Section.
10.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-1 above.	Repairing & Maintenance Works of all types of Computer, Desk Top/ Lap Top/ Palm Top /Tab and their accessories and necessary parts like Monitor, Touch Screen, , Key board, Mouse, CPU, Power supply, mother board, speaker etc.	SB-10.	Concerning Departments/Offices /Engineering Section.
11.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-2 above.	Repairing & Maintenance Works of all types of Servers, switches, data transfer cables/wires, Work-Stations, specific IT Lab equipment's, IT equipment's for IT Labs / ICT enabled class room equipment's , video conferencing equipment's , smart boards, 3-D projector, projector screen etc.	SB-11.	Concerning Departments/Offices /Engineering Section.

12.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-3 above.	Repairing & Maintenance Works of all types of Printers (laser/inkjet), Scanner, Projectors, toner cartridge of all types of printer models, refilling of toner/cartridge, UPS (online/offline), Batteries, stabilizers, DVD writer, DVD etc.	SB-12.	Concerning Departments/Offices /Engineering Section.
13.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-4 above.	Repairing & Maintenance Works of all types of Software's & Antivirus, all kind of Hard Disks, Pen Drives , DVD Writers / DVD/CD etc.	SB-13.	Concerning Departments/Offices /Engineering Section.
14.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-5 above.	Repairing & Maintenance Works of all types of furniture including Office furniture, lecture hall/class room furniture, library/lab furniture, computer furniture, mess/canteen/guest houses /home furniture, chest, rack, sign board, notice board store well & Customized laboratory furniture etc.	SB-14.	Concerning Departments/Offices /Engineering Section.
15.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-6 above.	Repairing & Maintenance Works of all types of Fax, photocopier, EPABX machine, intercom system, duplicating machine, General video conferencing system etc.	SB-15.	Concerning Departments/Offices /Engineering Section.
16.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-7 above.	Repairing & Maintenance Works of all types of cameras , recorders including Voice recorders , Video Camera , Digital Camera, Scanning Camera , CCTV Camera with all accessories, fittings and their parts etc.	SB-16.	Concerning Departments/Offices /Engineering Section.
17.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-8 above.	Repairing & Maintenance Works of all types of light and sound arrangement systems including complete PA system, Loud Speakers etc. Specific arrangements of light and sound systems for auditorium conference /meeting halls etc.	SB-17.	Concerning Departments/Offices /Engineering Section.

18.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-9 above.	Repairing & Maintenance Works of all types of High mast light, park /garden / fountain lights, street lights , sodium / mercury vapor lamps, LED lamps, Emergency Lights, Torch , Solar lights & Solar energy Appliances.	SB-18.	Concerning Departments/Offices /Engineering Section.
19.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-10 above.	Repairing & Maintenance Works of all types of Fans / ceiling/table/ wall mounting fans, ordinary room lamps, Lights, tube lights complete, LED lamps/ CFLs and other luminaries including decorative lamps and lighting fixture. Switches and Electrical accessories including Cables, wires, voltage meter, electrical Plug, sockets and circuit protection devices etc.	SB-19.	Concerning Departments/Offices /Engineering Section.
20.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-11 above.	Repairing & Maintenance Works of all types of Refrigerators, Washing machine, vacuum cleaner, Geyser , Room Heater, Televisions Including Color T.V. / LCD/LED/Plasma TV, Set-Top Box and necessary parts / accessories etc.	SB-20.	Concerning Departments/Offices /Engineering Section.
21.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-12 above.	Repairing & Maintenance Works of all types of Air Coolers/Room Coolers/Duct Systems & Air Conditioners including Split & Window- AC and their necessary parts / accessories etc.	SB-21.	Concerning Departments/Offices /Engineering Section.
22.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-13 above.	Repairing & Maintenance Works of all types of Water Coolers & Water purifiers including RO Systems and their necessary parts / accessories etc.	SB-22.	Concerning Departments/Offices /Engineering Section.
23.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-14 above.	Repairing & Maintenance Works of all types of Transformers, Inverters and related items, Generators etc.	SB-23.	Concerning Departments/Offices /Engineering Section.
24.	Repairing & Maintenance Works of Items /Articles as mentioned in category GA-15 above.	Repairing & Maintenance Works of all types of Fire extinguishers (Water Based /Gas Based), Their refilling, Modern Firefighting systems, related machines and water carrying light vehicles.	SB-24.	Concerning Departments/Offices /Engineering Section.

25.	Repairing & Maintenance Works of sports fields/equipment's gymnasium / laboratories etc. of physical education department.	Repairing & Maintenance Works of all types of sport equipment's including gymnasium / laboratories etc. of physical education department.	SB-25.	Physical Education.
26.	Repairing & Maintenance Works of all types of General Equipment's / Instrument of various departmental labs.	Repairing & Maintenance Works of all types of General Equipment's / Instrument of departmental labs.	SB-26.	Concerning Departments/Offices /Engineering Section.
27.	Repairing & Maintenance Works of all types of Specific research Equipment's / Instruments including projects Equipment's / Instruments.	Repairing & Maintenance Works of all types of Specific sophisticated /analytical research Equipment's / Instruments including projects Equipment's / Instruments.	SB-27.	Concerning PI /Departments/Offices /Engineering Section.
28.	Repairing & Maintenance Works of all types of Vehicles.	Repairing & Maintenance Works of all types of Vehicles, cars, buses, ambulances, tractors, jeeps etc.	SB-28.	Vehicle Cell
29.	Civil Maintenance works	All types of civil maintenance minor works.	SB-29.	Engineering Section.
30.	Electrical maintenance works.	All types of Electrical maintenance minor works.	SB-30.	Engineering Section.
31.	Landscape Maintenance works/ Gardening	All types of Landscape Maintenance minor works/ Gardening etc.	SB-31.	Engineering Section.
32.	Convocation related work	Making of Gold plated silver Medals/Gold Medals ,Mementos etc.	SB-32.	Examination Section.
33.	Examination Printing work	Degree printing etc.	SB-33.	Examination Section.

Signature & Seal of Authorized Person

Service/Work Providers/firms for (Sl. No. 1.To 31) shall submit certified copies of following documents (wherever applicable): -

- a) VAT/ Sales Tax Registration No. / Tin No.
- b) Service Tax Registration No.
- c) Income Tax PAN no.
- d) Income tax return filed for last three years
- e) Registration with statutory authorities as per requirement.
- f) Dealership documents (if any)
- g) List of clients
- h) Registration details in EPF and ESI
- i) Performance certificates from reputed organizations with copies of recently executed purchase order.
- j) Relevant ISO certificate (Optional)

Note: - In the absence of required documents, applications may be out-rightly rejected. University reserves the right to accept or reject any of the application without assigning any reason thereof. No representation for clarification in this regard shall be entertained by GGV, Bilaspur (C.G)

Signature & Seal of Authorized Person



गुरु घासीदासविश्वविद्यालय, बिलासपुर (छ.ग.)
Guru Ghasidas Vishwavidyalaya, Bilaspur (C.G.)

(A Central University established by the Central Universities Act 2009 No25of 2009)
Phone 07752-260401,260381, Web site www.ggu.ac.in Email- arfinancaggv@gmail.com

No. 109 / Stores / Reg./Eol/2016

Bilaspur, Date 20.06.2016

Annexure - C

DECLARATION

(This declaration should be completed by the proprietor, partner, and director and/ or authorized signatory, who has the authority to do so and must be enclosed with the application on Stamp paper of Rs. 100/- amount)

- 1) I/we..... declare and confirm that the information furnished and attachments submitted with the application are true and correct.
- 2) I have carefully read all the points of the registration documents and I have understood all the points and are acceptable to my firm/company. I/we are also aware that any false information provided herein will result in the rejection of my/our application for registration.
- 3) I/we shall be bound the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given.
- 4) Our firm is neither blacklisted by any Government Department nor is any Criminal Case registered against the firm or its owner or partners or directors anywhere in India.
- 5) I/we undertake to communicate promptly to GGV, Bilaspur any changes in the conditions or working of the firm.
- 6) I/we have read and understood GGV, BILASPUR's general conditions of registration and agree to abide by the same in all respects.

Date:

Place:

Signature

Name:

Designation:

Seal of Vendor /Firm /Company



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गुरु घासीदासविश्वविद्यालय, बिलासपुर (छ.ग.)
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No. 109 / Stores / Reg./Eol/2016

Bilaspur, Date 20.06.2016

To,
The Registrar
Guru Ghasidas Vishwavidyalaya,
Bilaspur (Chhattisgarh) - 495 009
Sub: Request for enlistment as a supplier/Service provider/Contractor to your organization.

Dear Sir

Please find enclosed the duly filled in form for application as a Supplier/Service provider/ Work Contractor to GGV. We request you to do the needful for the enlistment of our firm/company as Supplier/Service provider/Work Contractor to your organization. We have provided all the requisite information and enclosed all the relevant documents.

Thanking You

Signature & Seal with Address of Authorized Person,

Mobile No:-

E-Mail-Address:-

Enclosure (s):-

1. Vendor Registration form with necessary enclosures with total no. of pages
2. Registration fee of Rs.1100/- in form of DD No. Dated-



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गुरु घासीदासविश्वविद्यालय, बिलासपुर (छ.ग.)
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No. 109 / Stores / Reg./Eol/2016

Bilaspur, Date 20.06.2016

VENDOR REGISTRATION FORM-

Annexure - D.

Please type in the Information and attach certified documents in support wherever applicable.

S.N	Details/Particulars	Y/N	Enclosure No.
1	Name of the Company		
2A	Category whether Group A. Suppliers/ Manufactures/ Distributors/Dealers Group B. Service Providers/Work Contractor		
2B	Category Code		
3	Postal Address (Office) Telephone No:- Factory / Office Fax No. :- Factory / Office Contact Person Mobile No E-mail		
4	Factory Address Telephone No Fax No Contact Person Mobile No E-mail		
5	Name of Local Representative (if any) Address Telephone/Telex/Fax No Fax No. Mobile No E-mail		

6	Names of Proprietor/ Partners / Directors / Executives		
7	Constitution of the Firm - Sole Proprietorship / Partnership / Pvt Ltd / Public Ltd. / Public Sector /others (pl specify)		
8	Partnership deed / Article of Association or Memorandum of Association (Attach Xerox copies as Annexure II)		
9	Year of Establishment & Starting of Production / Shop & Establishment Certificate (Attach Xerox copies as Annexure III)		
10	Investment - Initial Present		
11	a) Name of the Bankers b) Current Financial year solvency certificate (Original by issuing bank Annexure IV)		
12	Whether registered under SSI / NSIC/MSME (Attach Xerox copy Annexure V)		
13	Income Tax - PAN (Attach Xerox Copy Annexure VI)		
14	Excise Registration Number (Attach Xerox Copy Annexure VII)		
15	Sales Tax/VAT Registration Number (Attach Xerox Copy Annexure VIII)		
16	Service Tax Registration Number (Attach Xerox Copy Annexure IX)		
17	Income tax return filed for last three years (Annexure X).		
18	Personnel Employed: wherever applicable Engineers Supervisors Inspectors Skilled Workers Unskilled Workers Office Staff Total		
19	List of Machineries (including production equipment installed with capacity) (Attach list Annexure XI)		

