



**NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA-769008 (ODISHA)**

**No:** NITR/PW/2015/L/821

**Date:** 11.12.2015

**Enlistment of General Order Suppliers**

NIT, Rourkela intends to enlist suppliers of repute in various classes for general orders. Interested firms/dealers/suppliers/vendors registered with Govt./PSUs are requested to apply with required documents/information in the online prescribed format activated in our website and the print out duly signed with all the relevant documents and fees are to be sent to the Registrar, NIT, Rourkela-769008 in a sealed cover by speed / registered post only. A duly constituted committee will examine the documents submitted by the firm. The detailed format is available in our website at: <http://eapplication.nitrkl.ac.in/vendorregistration>

**TERMS AND CONDITIONS**

- 1) Application submitted by the firm(s) in the prescribed Application Format available in online mode only will be accepted.
- 2) A non-refundable registration fee of **Rs.1000/-** (Rupees One Thousand only.) is to be deposited by the firm(s) along with each application by **online mode**.
- 3) Applications received without transaction copy of the registration fee will not be considered for further processing.
- 4) All the pages of Application and Enclosures shall be serially numbered and duly signed by the authorized representative of the firm.
- 5) The vendors are advised to fill the Annexure/Checklist by specifically stating "Yes / No / NA" along with page number of serially numbered attached enclosures.
- 6) NIT Rourkela reserves the right to reject any application.
- 7) Suppliers will be registered in 06 classes against each group to facilitate sending enquiries only to those suppliers registered in a particular Group for which the procurement is intended to be made.
- 8) Preference will be given to those firms who are on the approved list of other NITs/IITs or any Govt. Dept. and Public Sector Undertakings or ISO Certificate holders or dealers authorized by manufacturers.

- 8) Intimation with regard to registration of the firm as "Approved Supplier" or otherwise will be communicated to each firm.
- 9) The registration as "Approved Supplier" will be kept valid for a period of 03 years. However, it will be reviewed, once in a year, eliminating firms which may have gone out of business or whose performance has been found to be unsatisfactory.
- 10) In case of Accredited Agents and Authorized Dealers/Stockiest, satisfactory evidence from their principals/Manufacturers shall be submitted along with the print out of the completed online application form before the last date.
- 11) After being registered as approved Supplier by NIT Rourkela, the firm has to supply material at NIT Rourkela and the firm has to accept the NIT Rourkela payment terms i.e. Payment shall be made by Cheque or electronic transfer within 30 days from the date of supply of the material in good condition.
- 12) Any change in Address, Phone Number, Fax No. shall be informed to NIT Rourkela immediately, so as to have proper communication with these Firms/Manufacturers.
- 13) Interested Suppliers/Vendors may contact Asst. Registrar (Purchase & Works) in case of any difficulty.
- 14) The portal will be available from **11.12.2015** and will be closed on **15.01.2016**.
- 15) Direct submission will not be entertained. The last date of receiving of documents in a sealed envelope super-scribing "**Enlistment of General Order Suppliers**" and Tender Notice No. **NITR/PW/2015/L/821**, Dated **11.12.2015** by post is by **22.01.2016**.
- 16) The Institute reserves the right to cancel/reject any or all applications for enlistment without assigning any reason thereof.

**Asst. Registrar (PW)**  
**National Institute of Technology,**  
**Rourkela-769008.**

### DETAILS OF ITEM CODES

<b>Item Code</b>	<b>Item Description</b>
1001	Hardware
1002	Tool
1003	Plumbing Supplies
1004	Civil work and supplies
1005	Electrical supplies and work
1006	Steel furniture
1007	Wooden Furniture
1008	Plastic furniture
1009	Furniture repair/caning
1010	Miscellaneous steel construction/Repair
1011	Miscellaneous wood construction/Repair
1012	Plastic material and construction/Repair
1013	Glass/Ceramic material and construction/Repair
1014	Interior decoration and painting
1015	Weighting measuring scales
1016	Stationery products
1017	Academic consumables
1018	Paper
1019	Printing
1020	Books
1021	Laboratory Chemical
1022	Laboratory Equipment
1023	Laboratory Consumables

1024	Fire and Safety Materials
1025	Small Mechanical Instruments
1026	Mechanical fabrication ( Fitting)
1027	Mechanical fabrication welding and Brazing
1028	Mechanical fabrication(Machining)
1029	Sheet metal work
1030	Electrical Electronic Components
1031	Large Electrical fabrication
1032	Electronics fabrication
1033	Computer components
1034	Computer repair/ Maintenance
1035	Computer Software Services
1036	Automobile parts
1037	Transport services
1038	Food / catering services
1039	Kitchen equipment
1040	Textile
1041	Tailoring
1042	Projection equipment
1043	Telephone and communication products
1044	Cleaning services
1045	Gardening services
1046	Courier services
1047	Medicine
1048	Medical supplies

1049	Agricultural and horticultural products
1050	Miscellaneous products and services
1051	Security services
1052	Sports Goods
1053	Xerox equipment
1054	Air-Conditioning equipment
1055	Graphic Designing

## Checklist / Annexure

Sl. No.	Legal and Financial Documents	Yes / No / NA	Page No. of Attached Enclosure
1.	Transaction copy of Rs.1000/- as Registration Fees.		
2.	Copies of Registration with other Organization (Port/Govt./Pvt.)		
3.	Proof of date of commencement & Location of firm/agency		
4.	Proof of category (Manufacturer/Authorized Dealer/Trader)		
5.	Copies of separate audited balance sheets with profit and loss statement showing turnover for last three years		
6.	Copy of PAN Card		
7.	Copy of certificate of latest VAT-TIN and CST - TIN Nos		
8.	Copy of SSI/NSIC/BIS/ISO/DGS&D Certificate		
9.	Copies of Performance certificate for executed purchase orders during last three years		
10.	Proof of facilities for inspection and quality control, Details of Machinery and other equipment's and List of dealers / Marketing agents (Only for manufacturers).		
11.	Certificate of authorized dealership and authorized service facility.(Only for authorized dealers)		
12.	Copies of purchase orders executed for supply of similar items during last three years for Govt./Semi Govt/Port/Private Organization showing value of purchase orders.		

**Note:-**

- 1) All the pages of Application and Enclosures shall be serially numbered and duly signed by the authorized representative of the firm.
- 2) The vendors are advised to fill the Annexure/Checklist by specifically stating "Yes / No / NA" along with page number of serially numbered attached enclosures.

### **Undertaking**

1. I hereby certify that all the statements made and information supplied in the online form and accompanying statements are true and correct to the best of my knowledge.
2. I undertake to oblige the purchase rules and general payment terms of NIT Rourkela.
3. I undertake not to involve myself in splitting of the bills and also will not entertain any unethical practice.
4. I will maintain transparency in all scenarios and will encourage promotion of competition for compliance of procurement.
5. I undertake not to entertain any electrical activity without the approval of competent authority.
6. I undertake to charge genuine price / MRP of the order/product to the Institute.
7. I will not involve myself in any unhealthy practice by way of entertaining sister concern firms/partners/relatives in procurement process.
8. I certify that my firm is not blacklisted / banned from business by any organization.
9. I undertake that if any information found incorrect, the application / registration is liable to be cancelled at any time and criminal action will be framed against the person/firm/company as deemed fit.
10. I hereby accept the rules and procedures of the Institute for enlistment of General Order Suppliers and agree that the Institute has the right to accept or reject any application without assigning any reason thereto.

**(Authorized Signature of the Agency)**