



SAINIK SCHOOL REWARI, SECTOR-4 REWARI
(UNDER THE AEGIS OF MINISTRY OF DEFENCE, GOVT OF INDIA)
NOTICE FOR REGISTRATION OF
VENDORS/SUPPLIERS : F.Y 2018-19

1. The Principal Sainik School Rewari invites applications from the interested firms/companies, which are in business of manufacturing, stocking or marketing of goods and services of specified categories as mentioned in the registration documents.

S.No	PARTICULARS	Appx Yearly Turn over	Registration & Form Fees (Non-Refundable)
(a)	Electrical items	400000/-	1000/-
(b)	Plumbing items	300000/-	1000/
(c)	IT Equipments	400000/-	1000/
(d)	Mess/Kitchen utensils	200000/-	1000/
(e)	Crockery items	100000/-	1000/
(f)	Supply of construction material petty repair/flooring, Plastering, Bricks, Interlocking tiles, Ceramic Tiles, Cement, Sand, Cresor, Zeo Rodi etc	250000/-	1000/
(g)	Hardware & Carpentry items	200000/-	1000/
(h)	Sewage chamber cleaning	50000/-	1000/
(i)	White washing/Distemping/Painting works	250000/-	1000/
(j)	Hiring of vehicles (Car, Bus, Load Carrier)	300000/-	1000/
(k)	Classrooms and office furniture items	300000/-	1000/
(l)	Fixing of glass panes & supply of looking glass	200000/-	1000/
(m)	Supply & Refilling of Fire Extinguishers	100000/-	1000/
(n)	Supply/Hiring of PA Equipments & Musical instruments	100000/-	1000/
(o)	Lab Equipments	100000/-	1000/
(p)	Sports Items	300000/-	1000/

2. Registration forms and documents containing terms and conditions can be downloaded from the school web site www.ssrw.org with effect from 01 Feb 2018. Registration forms can be also obtained from the School on any working day between 0900 hrs – 1300h from 01 Feb 2018 till 27 Feb 2018.

3. Hard copy of the Registration form along with non-refundable fees of Rs. 1000/- (Rupees One Thousand only) in favour of Principal, Sainik School Rewari (Haryana) payable at PNB Mini Secretariat, Rewari (Code No 4681) must reach the office of Sainik School Rewari by Registered/Speed post/by hand.

4. Separate form and fee must be submitted for each category of item. The last date for submission of application is **27 Feb 2018 till 1300 h**. Application(s) received after last date of submission will not be considered.

Principal

TERMS AND CONDITIONS

1. Eligibility & Categories for Registration/Empanelment all firms/Agencies, which are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

2. **Benefits of Registration** : The firms registered with Sainik School Rewari (Haryana) will enjoy the following benefits :-

(a) Tender enquiries against demands which are not advertised are sent to the registered firms.

(b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the tender sets.

(c) **Empanelment/Registration Procedure :-**

(i) The applicant should read all the pages of the document.

(ii) Correct/ relevant information /data have to be furnished by the vendors.

(iii) The applicant should make sure before applying for a particular type of Category, that it has the required eligibility criteria & experience for that category of work /item.

(iv) Service provider/suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration/ empanelment.

(v) The cost of Registration and application forms will be Rs.1,000/-(Rupees One Thousand only) non refundable. Service providers/suppliers have to attach PNB Demand Draft towards applicable Registration Fee in favour of the 'Principal, Sainik School, Rewari payable at PNB Mini Secretariat, Rewari (Code No 4681) and experience certificate(s) with the filled Registration form. Service providers/suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to the School Office through Registered/Speed Post/by hand.

(vi) Applications incomplete in any respect shall be summarily rejected.

(vii) 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**”.

(viii) Vendors/Firms registered with DGS&D, NSIC(National Small Scale Industries), NCCF (National Cooperative Consumers)(for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies along with other certified documents.

(ix) The following self-certified essential documents (as applicable) should accompany the Registration Form:-

S.No	Documents required	Annexure No
(aa)	DD of Rs.1000/- as Registration Fees	
(ab)	Copies of Registration with other Organisation (Port/Govt/Pvt)	
(ac)	Proof of category (Manufacturer/Authorised Dealer/Trader) Relevant certificate to be submitted.	
(ad)	Copies of separate audited balance sheets with profit and loss statement showing turnover for last one year.	
(ae)	Copy of GST Registration Number	
(af)	Copies of purchase orders executed for supply of similar items for Govt./Semi Govt/Port/Private Organisation.	
(ag)	Copy of SSI/NSIC/BIS/DGS&D Certificate	
(ah)	Copy of ISO Certificate	
(ai)	Copies of Performance certificate for executed purchase orders during last three years	
(aj)	Proof of facilities for inspection and quality control, Details of Machinery and other equipments and List of dealers / Marketing agents (Only for manufacturers).	
(ak)	Copy of Certificate of Authorised Dealership and Authorised service facility.(Only for authorised dealers)	
(al)	Copy of Current dealership/ Agreement from Principal along with SSI/NSIC certificate.	
(am)	Bank Details	

(d) On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the School.

(e) The firm will be considered for registration/Empanelment for an initial period of one year and will be considered for renewal for another two years or so at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the Institute.

(f) After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:
(1) Registration No. (2) Vendor Trade Group/ Category No. along with description.

(g) Service Centers: Service Centre (s) in Haryana for more than 3 years may be mentioned. 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

3. Terms & Conditions for Vendor Registration/Empanelment as a Supplier :-

(a) General Clause

(b) The said registration 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.

(c) Sainik School Rewari, reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of Principal, Sainik School Rewari in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of.

(d) Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of Sainik School Rewari and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

(e) This document is treated as a valid contract between Sainik School Rewari and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by Sainik School Rewari from time to time during the registration period.

(f) In case of empanelled vendor is found in breach of any terms & condition(s) of Sainik School Rewari 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 debarring and blacklisting the vendor concerned for at least three years for further dealings with Sainik School Rewari.

(g) The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment. Any vendor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.

(h) 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 Sainik School Rewari, empanelled vendors are required to quote the Registration No.

(j) Sainik School Rewari has all the rights reserved 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 reason(s) for the same.

(k) Price Variation Clause During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for Sainik School Rewari, the vendor must voluntarily pass on the price difference to Sainik School Rewari with immediate effect.

(l) Indemnity The selected vendor shall indemnify the Sainik School Rewari 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. Sainik School Rewari User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the

(m) Termination for Default :-

(i) Default is said to have occurred :-

(aa) 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 Sainik School Rewari

(ab) If the vendor fails to perform any other obligation(s) under the empanelment.

(ii) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from Sainik School Rewari (or takes longer period inspite of what Sainik School Rewari may authorize in writing), Sainik School Rewari may terminate the empanelment/ Purchase Order in whole or in part without assigning any reasons whatsoever.

(n) All disputes in this connection shall be settled in Rewari jurisdiction only.

APPLICATION FORM FOR REGISTRATION OF VENDORS/SUPPLIERS
WITH SAINIK SCHOOL REWARI (HARYANA)

1. Name of Company : _____

2. (a) Head Office/ : _____

Registered Office _____

Telephone No : _____

Fax No : _____

Email : _____

Web site (if any) : _____

Date of Establishment: _____

(b) Branch Office in Rewari, if any : _____

Telephone No : _____ Fax No : _____

Email : _____ Web site (if any) : _____

3. Name of Contact Person : _____

Telephone No : _____ Fax No : _____

Email : _____

4. Type of Organization, documents to be enclosed :-

(a) Proprietary Trade License

(b) Partnership Deed Trade License

(c) Private Limited Co. Memorandum of Article

(d) Public Limited Co. Certificate of Registration

(e) Public Sector Trade License

5. Nature of Business :

Manufacturing Service Dealership

Stockiest Indian Agent

6. Class/Type of Product/Materials Manufactures/Sold/Service/Fabricated (Please specify) :

Contd....2/-

7. Audited Annual Turnover during last 01 year (Enclose Chartered Accountant's Certification) :

(a) 2016-17 _____

8. Commercial Information Registration (Enclose Attested Copy wherever applicable).

(a) GST No : _____

(b) State ST Regn. No : _____

(c) Excise Center No : _____

(d) Trade/Factory License No : _____

(e) Service Tax Regn.No : _____

(f) PAN : _____

(g) Registration Certificate with DGS&D/NCCF (if any): _____

(h) Current dealership agreement, if any alongwith certificate/copy of agreement.

(j) Relevant ISO Certificate, if any : _____.

9. Details of Major customers names of autonomous Institutions/Government departments/Major Public sector undertakings/Research and Development Institutions where your firm is registered :

S.No	Name of the Institution	Empanelled for	Contact Name	Contact No
(a)				
(b)				
(c)				

10. Details of Registration Fee (Rs. 1000/-)

DD No : _____ Date : _____

Bank : _____

DECLARATION BY VENDOR

I hereby confirm that :

(a) No employee or direct relation of any employee of Sainik School Rewari is in way connected as Partner Shareholder/Director/Advisor/Consultant/ Employee etc with the Company.

(b) The information furnished is correct to the best of my knowledge and belief.

(Seal of Vendor)

.....
(Signature of Proprietor/Partner/Chief Executive)
Name in capital letters _____

Place : _____

Date : _____