



## ASSAM UNIVERSITY: SILCHAR

SILCHAR- 788011

### Notice for Registration of Suppliers/ Vendors/ Firms

Controller of Examinations, Assam University, Silchar invites offers from the reputed, financially sound interested Firms/ Suppliers/ Printers/ Companies having turn over of **₹1,00,00,000.00 (Rupees One Crore & above)**, who/ which are in the business of printing and supply of examination materials viz. Blank Answer Scripts, Blank Loose Sheets, Blank Internal Assessment Sheets, Admit Cards, Mark Sheets, Registration Certificates, Migration Certificates, various types of Envelopes, Officer's Diary, Forms, Registers and other items required by Examination Department for examination purpose. Selected/ eligible firms will be called Registered Suppliers/ Vendors for Assam University, Silchar and Limited Tender enquires for this for procurement of examination materials shall be sent to the Registered Suppliers/ Vendors. The Registration shall be initially valid for period of 02 (two) years, extendable by one more year on same terms and conditions.

Registration forms can be downloaded from the University website- [www.aus.ac.in](http://www.aus.ac.in). The hard copy of the filled and completed Registration Form, alongwith a Demand Draft of ₹1,000.00 (Rupees One Thousand only) towards non- refundable application fee should be placed in an envelope super-scribed as "APPLICATION FOR REGISTRATION OF SUPPLIERS/ VENDORS FOR ASSAM UNIVERSITY, EXAMINATION DEPARTMENT" and the same should be reach The Office of The Controller of Examinations, Assam University, Silchar either by Registered/ Speed Post or by hand (to be dropped in the Drop Box in the Examination Department), so as to reach this office latest by **2.00 PM** on or before **20/04/2016**. The undersigned shall not be responsible for any postal delay and no correspondence in this regard will be entertained.

The Demand Draft towards application fee is to be prepared in the name of Assam University, Silchar, payable at Silchar.

The last date of receipt/ submission of application is **2.00 PM** of **20/04/2016**. Application(s) received after last date of submission will not be considered.

The competent authority of Assam University, Silchar reserves the right to accept or reject any application in part or full without assigning any reason thereof. The decision of the competent authority shall be final and binding upon all.

Sd/-

Controller of Examinations  
Assam University, Silchar



# ASSAM UNIVERSITY: SILCHAR: ASSAM

## ::Terms and conditions for registration of suppliers/ vendors/ firms::

### 1. Eligibility criteria for Registration of suppliers/ vendors/firms:

All registered and reputed firms/ agencies, having a sound financial background (annual turn- over of minimum 100.00 lakh in last 02 (two) years), who are in the business of printing and supply of Blank Answer Scripts, Blank Loose Sheets, Admit Cards, Mark Sheets Registration Certificates, Migration Certificates, various types of Envelopes, Officer's Diary etc. are eligible for registration, subject to specific conditions or restrictions stipulated in this document.

The firm should not have been banned/ black- listed by any government/ Autonomous institution/ PSU/ other organisation.

### 2. Benefits of Registration:

⇒ The firms registered with Assam University, Silchar (Examination Department) shall have the following benefits:

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

(b) In case of advertised tender enquires, copies of tender notice may be sent to the registered suppliers/ firms/ vendors.

### 3. Registration Procedure:

3.1 ⇒ The suppliers/ vendors/ firms registration shall be done separately for each category of items. The applicant should read, sign and agree to the terms and conditions contained in all the pages of this document.

3.2 ⇒ Correct information should be given by the suppliers/ vendors/ firms. Any wrong or misleading information given by suppliers/ vendors/ firms shall render it for de- registration and forfeiture of EMD/ performance guarantee.

3.3 ⇒ The suppliers/ vendors/ firms selected for registration for a particular category, shall be required to deposit non- interest bearing sum as indicated against respective category.

3.4 ⇒ The applicants should make sure before applying for a particular type of category, that it has the required eligibility criteria and experience for that type of work/ item.

3.5 ⇒ Suppliers/ vendors/ firms seeking registration shall have to pay the requisite application fee (cost of application form and processing fee) of ` 1,000.00 (Rupees One Thousand) only in the form of Demand Draft in favour of Assam University, Silchar payable in Silchar, along with application form towards each category of items/ works separately. The application form can be downloaded from the university website- [www.aus.ac.in](http://www.aus.ac.in) under link "Tender & contracts".

3.6 ⇒ Suppliers/ vendors/ firms shall have to fill and submit the copy of downloaded and completed Registration form along- with required documents and application fee to the office of the Controller of Examinations, Assam University, Silchar.

3.7 ⇒ Application incomplete in any respect, viz. non- submission of any required document or information, or fee of requisite amount are liable for rejection.

3.8 ⇒ The sealed envelope containing the Registration Form, documents and fee should be clearly super- scribed on the top of the envelope as, "APPLICATION FOR REGISTRATION OF SUPPLIERS/ VENDORS/ FIRMS FOR THE CATEGORY CODE ....."

3.9 ⇒ The suppliers/ vendors/ firms registered with DGS & D/ Kendriya Bhandar/ NSIC/ NCCF (for items specified by NCCF) shall be considered for registration on the basis of registration certificates of such agencies, if supported with certified documents and payment of due fees.

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

- (i) CST/ VAT/ TIN No.
- (ii) Trade Licence, Factory Licence No.
- (iii) Income Tax Permanent Account No.
- (iv) Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- (v) Registration Certification with DGS & D/ Kendriya Bhandar/ NCCF.
- (vi) Current dealership agreement with Principal along- with SSI/ NSIC Certificate.
- (vii) Annual Turnover- CA certified certificate for last 02 (two) years.
- (viii) Bank details (along- with IFS code)
- (ix) Relevant ISO Certificate, if any
- (x) A notarized certificate that the supplier/ vendor/ firm has not been black- listed by any institution of the Central/ State Government/ any PSU, University, Institute etc. in the past 03 (three) years.

3.11 ⇒ On receipt of the Registration Form along- with the requisite documents and application fees as mentioned above, and after scrutiny/ verification, the suppliers/ vendors/ firms shall be considered for registration with Assam University, Silchar

3.12 ⇒ The suppliers/ vendors/ firms shall be registered for an initial period of 02 (two) years and will be considered for renewal for another year, subject to satisfactory performance of the suppliers/ vendors/ firms during the initial period of registration. The suppliers/ vendors/ firms shall be evaluated for performance as per criteria adopted by the University.

3.13 ⇒ After getting all the required fee, information and documents from the applicant, the registration number will be issued to the suppliers/ vendors/ firms with the following details:

- (a) Registration number.....
- (b) Supplier/ vendor/ firm Trade Group/ Category No. .... along- with description

3.14 ⇒ The suppliers/ vendors/ firms Service Centre(s)/ Local Office of the suppliers/ vendors/ firms in Silchar may be mentioned. For authorised distributor, service centre/ local office shall produce a copy of the valid agreement/ undertaking from the authorised distributor. On verification, if any time, the furnished information is found incorrect the registration is liable to be cancelled, the EMD/ SD will be forfeited and the suppliers/ vendors/ firms may be black- listed

#### 4. Category wise list of items/ work:

Sl. No.	Category	Code	Name of items/ work	Amount of security Deposit	Remarks
01	Answer Scripts	001	Answer Scripts, Loose Sheets, Internal Assessment Sheets etc.	` 20,000.00	
02	Certificates	002	Original Certificates/ Gold Medal certificates/ Registration certificates/ Rank Certificates/ Migration Certificates etc.	` 10,000.00	
03	Mark- Sheets	003	Mark- sheets (One Side Printing) Mark- sheets (Both Side Printing)	` 10,000.00	
04	Admit Cards	004	Admit Cards	` 10,000.00	
05	Other Items	005	Officer's Diary/ Envelops/ Forms etc	` 5,000.00	

#### 5. Terms & conditions for registration as a supplier:

##### 5.1 ⇒ General Clauses:

- (i) The said registration qualifies a particular supplier/ vendor/ firm for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered. However, this will not give any claim to the party for an award of work/ purchase order.
- (ii) Assam University, Silchar reserves the right to accept, consider or reject any or all applications without assigning any reason thereof. The decision of the competent authority of Assam University in respect of registration of parties for various categories of items shall be final & binding on all concerned.
- (iii) Suppliers/ vendors/ firms once registered, shall have to promptly reply to all the enquires, execute order as per the order as & when placed. The suppliers/ vendors/ firms shall also keep the University informed of new products/ developments/ innovative ideas that shall help to reduce the cost, and improve quality and reliability.
- (iv) This document is treated as a valid contract between Assam University, Silchar and suppliers/ vendors/ firms for adherence to all the aspects of fair trade practices in executing the purchase orders/ work orders placed by Assam University, Silchar from time to time during the registration period.
- (v) In case, Registered suppliers/ vendors/ firms is found in breach of any terms & condition(s) of Registration or supply order, at any stage during the course of supply, suitable legal action as per rules/ laws shall be initiated against the suppliers/ vendors/ firms and EMD/ Security Deposit shall be forfeited by Assam University, Silchar besides debarring and blacklisting the suppliers/ vendors/ firms concerned for at least three (03) years for further dealings with Assam University, Silchar.
- (vi) The suppliers/ vendors/ firms should not assign or sublet the registration or any part of it to any other suppliers/ vendors/ firms in any form. Failure to do so shall result in termination of registration.
- (vii) All registered suppliers/ vendors/ firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier/ vendors/ firms. In all future correspondence with Assam University, Silchar, registered suppliers/ vendors/ firms are required to quote the Registration Number.
- (viii) Assam University, Silchar 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 awarded to the suppliers/ vendors/ firms with effect from any date, without assigning any reason(s) for the same.
- (ix) Two- part tendering is done where technical screening/ clear technical specifications are not available. In such cases, suppliers/ vendors/ firms will be asked to submit both technical and price bids separately. Price bids of technically accepted bids will be opened.

## 5.2 ⇒ Price variation clause:

- (i) During the validity of the registration periods including the extended period, if the suppliers/ vendors/ firms sells any registered item to any other department/ organisation at a price lower than the price fixed for sold to Assam University, Silchar, the suppliers/ vendors/ firms must voluntarily pass on the price difference to Assam University, Silchar. On the body of the Challan/ Bill, suppliers/ vendors/ firms will have to certify that, "The items being supplied through this Challan/ Bill have not been supplied to any other organisation at lower rates than this."

## 5.3 ⇒ Indemnity:

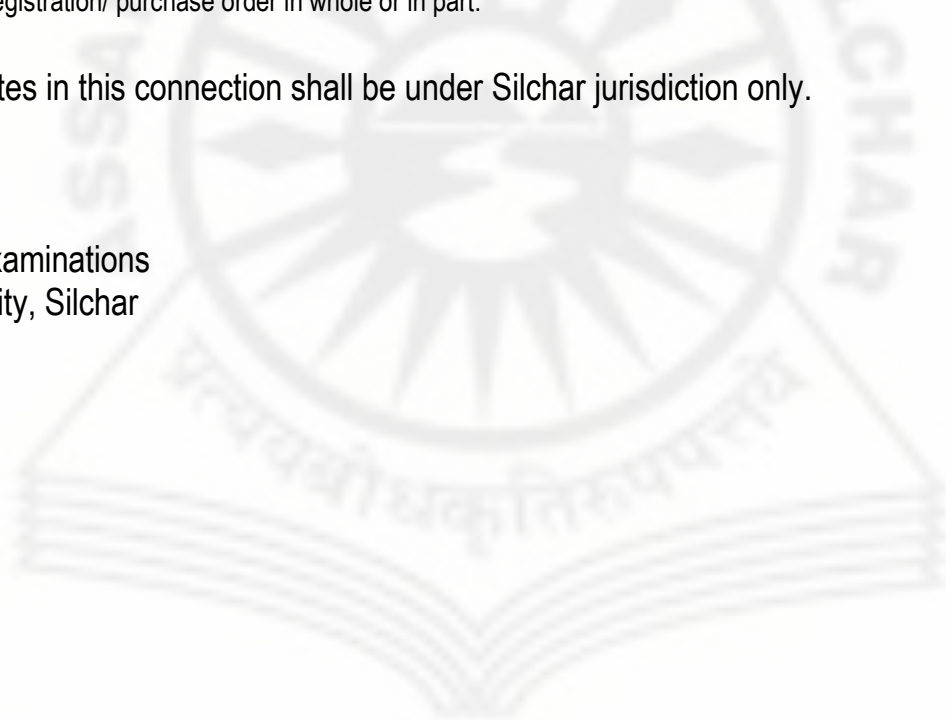
- (i) The selected suppliers/ vendors/ firms shall indemnify the Assam University, Silchar against all third party claims of infringement of patent, trademark/ copyright or industrial design rights arising from the use of the supplied items or any part thereof. Assam University, Silchar stand indemnified from any claims that the suppliers/ vendors/ firms' manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders/ Work Orders.

## 5.4 ⇒ Termination of the Registration of defaulter (suppliers/ vendors/ firms):

- (a) Default is said to have occurred:
  - (i) If the suppliers/ vendors/ firms fails to deliver any or all of the services/ ordered goods/ items within the time period(s) specified in the purchase order/ work order or any extension thereof granted by Assam University, Silchar
  - (ii) If the suppliers/ vendors/ firms fails to perform any other obligation(s) under the registration
  - (iii) If the suppliers/ vendors/ firms does not respond to tender enquiry of this university more than 03 (Three) times during the contract period
- (b) If the suppliers/ vendors/ firms, in either of the above circumstances, does not take remedial steps within a period of 15 (fifteen) days after receipt of the default notice from this university (or takes longer period in spite of what this university may authorise in writing), Assam University, Silchar may terminate the registration/ purchase order in whole or in part.

## 5.5 ⇒ All deputed in this connection shall be under Silchar jurisdiction only.

Sd/-  
Controller of Examinations  
Assam University, Silchar





Date of Opening of the offer.....

Application processing fee: ` 1,000.00 (Rupees One Thousand) only

## Application format for Suppliers/ Vendors/ Firms Registration

1. Name of the supplier/ vendor/ firm: \_\_\_\_\_

2. Address:

(A) Head office/ Registered Office \_\_\_\_\_

\_\_\_\_\_

⇒ Telephone No./ Mobile No: \_\_\_\_\_

⇒ Fax No. \_\_\_\_\_

⇒ E-mail \_\_\_\_\_

⇒ Website (if any) \_\_\_\_\_

⇒ Date of establishment \_\_\_\_\_

(B) Branch office in Silchar (if any) \_\_\_\_\_

\_\_\_\_\_

⇒ Telephone No./ Mobile No: \_\_\_\_\_

⇒ Fax No. \_\_\_\_\_

⇒ E-mail \_\_\_\_\_

⇒ Website (if any) \_\_\_\_\_

⇒ Date of establishment \_\_\_\_\_

3. Name of Chief Executive/ Proprietor/Partners:

⇒ Telephone No./ Mobile No: \_\_\_\_\_

⇒ Fax No. \_\_\_\_\_

⇒ E-mail \_\_\_\_\_

4. Name of Contact Person:

⇒ Telephone No./ Mobile No: \_\_\_\_\_

⇒ Fax No. \_\_\_\_\_

⇒ E-mail \_\_\_\_\_

5. (i) Type of organization (use tick (✓) mark please):

(ii) Documents (as applicable) to be enclosed (use tick (✓) mark please):

(A) Proprietary

Trade Licence

(B) Partnership

Partnership Deed, Trade Licence

(C) Private Limited Company

Memorandum of Article

(D) Public Limited Company

Certificate of Registration

(E) Public Sector

Trade Licence

.....  
(Signature of Proprietor/ Partner/ Chief Executive with date)

Name: .....

(In capital letter)

(Seal of supplier/ vendor/ firm) ⇒

6. Brief details of Printing Machineries installed (owned by the supplier/ Vendor/ firm):



7. Details of security arrangements available in the supplier's/ vendor's/ firm's work place/ factory ( like surveillance system, security guards deployed, storage area etc.)



8. Category for which registration is desired (use tick  mark pleas):

Category 01	Answer Scripts (Code 001)	Answer Scripts, Loose Shhets, Internal Assessment Sheets etc.	<input type="checkbox"/>
Category 02	Certificates (Code 002)	Original Certificates/ Gold Medal certificates/ Registration certificates/ Migration Certificates/ Admit Cards etc.	<input type="checkbox"/>
Category 03	Mark- Sheets (Code 003)	Mark- sheets (One Side Printing/ Both Side Printing)	<input type="checkbox"/>
Category 04	Other printing works (Code 004)	Officer's Diary/ Envelopes/ other examination related forms	<input type="checkbox"/>

9. Audited Annual Turn-over for the last 2 years (2013- 14 & 2014- 15) ⇒ ( ` In Lakh)

(Please enclose audited certificate)

10. Commercial Information for Registration (Please enclose self- attested copy wherever applicable)

- (a) CST/ VAT Regn. No. \_\_\_\_\_
- (b) State Sales Tax Regn. No. \_\_\_\_\_
- (c) TIN No. \_\_\_\_\_
- (d) Trade/ Factory Licence No. \_\_\_\_\_
- (e) Service Tax Regn. No. \_\_\_\_\_
- (f) PAN \_\_\_\_\_

11. Details of Major Customers:

⇒ (Names of autonomous Institutions/ Government Department/ Major Public Sector undertaking/ Research and Development Institutions where your firm is registered)

Sl. No.	Name of the Institution	Registered for	Contact Name	Contact Number	Remarks

12. Details of Application Fee ( `1,000.00 ):

Demand Draft No.: \_\_\_\_\_ Date: \_\_\_\_\_ Bank: \_\_\_\_\_

.....  
(Signature of Proprietor/ Partner/ Chief Executive with date)

Name: .....

(In capital letter)

(Seal of supplier/ vendor/ firm) ⇒

DECLARATION BY SUPPLIERS/ VENDOR/ FIRMS TO BE SUBMITTED ON NON- JUDICIAL STAMP PAPER OF ` 1,00.00

I/ We, ..... owner of/ representing.....  
hereby solemnly declare & confirm that:

- (1) No employee or direct relation of any employee of Assam University, Silchar is anyway connected as Partner/ Share holder/ Director/ Advisor/ Consultant/ Employee etc. with the firm.
- (2) The information furnished is correct to the best of my knowledge and belief. If any information furnished by me is found to be false/ misleading, at an stage, my application/ registration shall be liable for cancellation and forfeiture of EMD/ Performance Guarantee/ Security Deposit.
- (3) My/ Our firm has not been black listed by any institution of the Central/ State Government/ any PSU/ other Institute etc. in the past.
- (4) I/ We understand and authorise the Assam University, Silchar to reserve the right to add/ delete/ alter any of the items and to amend/ add any of the terms and conditions included in the registration awarded to the Suppliers/ Vendors/ Firms with effect from any date, without assigning any reason(s) for the same.
- (5) The decision of the Assam University, Silchar shall be acceptable & binding upon me/ us.

.....  
(Signature of Proprietor/ Partner/ Chief Executive)

Name: .....  
(In capital letter)

(Seal of Vendor) ⇨

Place .....

Date: The .....

