



Notice inviting “Expression of Interest for Empanelment of Vendors for furniture items”

Indian Institute of Science Education and Research Pune is an autonomous Research Institute set up by the Ministry of Human Resource Development, Govt. of India for setting up a world-class facility for undergraduate and post-graduate teaching and research in basic sciences. The campus is being set up in an area adjacent to National Chemical Laboratory, Pashan, Pune. The construction of various buildings is in full swing. These buildings are required to be furnished for various uses for which specialized and superior quality furniture items and teaching aids are being considered. The total value of the requirement could cross ` 20 crores.

IISER Pune invites “Expression of Interest for Empanelment of Vendors” from Manufacturers for purchase of furniture items and other teaching aids like:

1. Laboratory Furniture
2. Modular Office Furniture & Fixtures
3. Fume hoods
4. Lecture theater chairs
5. Auditorium chairs of various types
6. Student benches, etc
7. Hostel furnitures like cots, tables etc.
8. Audio-visual projection systems

The Vendor Registration Form with detailed guidelines, terms and conditions is attached as Annex ‘A’.

Vendors may register for one or more categories of items listed above. The completed application forms along with all requisite documents in sealed envelope superscribed “Empanelment of Vendors for furniture items should reach the “Registrar, Indian Institute of Science Education & Research, Pune” on or before 31.10.2011. Application /



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, पुणे
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
(An Autonomous Institution, Ministry of Human Resource Development, Govt. of India)
900 NCL Innovation Park Dr Homi Bhabha Road Pune 411008

Registration money (Non refundable) of **Rs. 1,000.00** (One Thousand Only) should be attached by Pay Order / Demand Draft drawn in favour of “**Director, IISER - Pune**”. The Institute reserves the right to accept or reject any of the application without assigning any reason thereof.

Registrar



Vendor Registration Form

1.	Name of the firm/company	:	
2.	Telegraphic address and telephone number		
3.	Nature of business, whether manufacturer/service subcontractor/ authorized agent/ trader		
4.	Description of items of manufacture/ agency/services for which registration sought. Also indicate the trade name of the product		
5.	a. Factory postal address and phone number		
	b. Registered office, postal address and phone number		
	c. Branch office in Pune (if applicable), postal address and phone number		
	d. Correspondence address, phone number for this registration		
	STATUS		
6.	Whether public limited/private limited/partnership or proprietary concern. Attach copy of the Memorandum/article of incorporation/partnership deed, as applicable		
7.	Names of Directors/ Partners/ Proprietors and their interest in other concerns		
8.	Address of directors/partners		
9.	If you are a manufacturer, details of registration, whether registered under		
	a. Directorate of Industries, Maharashtra state		



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, पुणे
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH
(An Autonomous Institution, Ministry of Human Resource Development, Govt. of India)
900 NCL Innovation Park Dr Homi Bhabha Road Pune 411008

	b. Small scale industries		
	c. Partnership, whether registered under Indian Partnership Act.		
10.	In case you are a trader, whether you are registered under		
	a. Shop and Establishment Act?		
	b. Registrar of firms		
	c. Registrar of Companies Incorporation		
	d. Attach documentary evidence for the ownership/occupancy of your office, shop and godown		
11	a. Sales Tax Registration No. (Attach S.T. clearance certificate for the previous year)		
	b. CST Registration No.		
12.	a. Income Tax PAN (Attach Copy of IT clearance certificate for the previous year)		
13	a. Name of Bankers, postal address and telephone number b. Bank account No. and IFS code of the bank (for RTGS payments)		
	c. Give details of bank credit facilities available to you		
15.	Paid up/Invested capital		
16.	Name and address of the associated sister manufacturer/ subcontracting/trading concern		
17.	Name and address of your authorized distributors/dealers and their phone numbers		
18.	a) Are you interested with items offered with DGS &D.		
	b) Will you be interested in supplying items as per DGS&D contracted rates		



	c) Address of godown		
19.	Date of commencement of business/product/item-wise		
20.	Major clients, particularly in the Govt./Govt. undertakings		
21.	Number of employees in your firm/		
22.	a) Plant area of your firm		
	b) Installed capacity		
	c) Source of raw material		
23.	a) Do you have a laboratory for metallurgical/physical/chemical testing		
24.	Name of representatives who will directly negotiate or transact business with us.		
25.	Name and address of the foreign collaborator, if any		
26.	Name and address of the foreign principals, for agency, if any		
27.	Does your product enjoy quality specifications approved by Govt. like ISI, BS etc. Enclose product catalogue. Price list, brochure etc.		
28.	Any other details you wish to provide for judging your firm's standing in the market		

Note:

- 1. Please attach documentary proof for the above points.*
- 2. Proposal received without documentary proof will not be entertained.*



DECLARATION

- a. I/We ----- Names of proprietor(s)/partner(s) or shareholders) hereby declare that the information provided in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
- b. I/We also hereby declare that all matters related to IISER Pune shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent authority.
- c. Mr. ----- whose signatures are appearing below, is / are the authorized representatives of the firm.
- d. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.
- e. I/We assure that if empanelled, the firm will provide services to the Institute for a minimum period of one year.
- f. We confirm that our Proprietors/partners/directors are not associated with any thing with which business has been banned by the Centra/State Govt.

Signature:

(Seal of the Company)

Name in block letters

Title in the company