**APPLICATION FOR VENDOR REGISTRATION**

(to be furnished on the letter head along with supporting documents)

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| 1 | NAME AND ADDRESS OF THE FIRM (SUPPORTED BY DOCUMENT) | : |  |
| 2 | CONTACT NOS. | : | LANDLINE:  MOBILE:  FAX: |
| 3 | E-MAIL ADDRESS | : |  |
| 4 | NAME(S) OF THE PROPRIETOR/ PARTNERS | : |  |
| 5 | PROOF OF IDENTITY | : |  |
| 6 | ESTT. REGN./ LICENSE NO. | : |  |
| 7 | VAT REGN. NO. | : |  |
| 8 | CST REGN. NO. | : |  |
| 9 | PAN NO. | : |  |
| 10 | **IN CASE OF CONTRACTOR**  i) INCOME TAX PAN NO.  ii) SERVICE TAX PAN NO.  iii) REGISTERED WITH CPWD OR NOT.  iii b) IF YES CLASS AND GROUP ( COPY OF REGISTRATION )  iv) FINANCIAL CAPABILITY OF CONTRACTOR ( NET WORTH AS ON DATE )  V) NUMBER OF WORKS CARRIED OUT.  Vi) AMOUNT OF TURNOVER LAST 3 YEAR  Vii) BANK SOLVENCY CERTIFICATE | :  :  :  :  :  :  :  : | Yes/No |
| 11 | BANK DETAIL: | : | NAME OF ACCOUNT HOLDER:  ACCOUNT NO:  BANK NAME:  BANK ADDRESS :  IFSC CODE: |

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| 12 | IF ANY OTHER INFORMATION | : |  |
| 13 | a) Whether another firm of yours is also registered with this CENS If so, please furnish details.  b) Do you have any sister concern already registered with CeNS |  |  |

I/We certify that all the information furnished is true. In case any information found false/discrepancy found in above registration will be cancelled.

Date:

Place: Signature with seal

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| **CATEGORY**  **CODE** | **DESCRIPTION** | **ITEMS** |
| 01 | COMPUTER HARDWARE/  DIGITAL COPIERS/ PROJECTORS | Personal Computer, Laptop,  Notebook, Net book, Tablet PC, Palmtop, Server etc. |
| 02 | COMPUTER PERIPHERALS | Printers, Scanners, Plotters, peripherals & Accessories spares etc. |
| 03 | COMPUTER NETWORKING | Network Components , server and  Peripherals etc |
| 04 | SOFTWARE | Operating System, System  Software, Antivirus, General Software,  Application software development etc. |
| 05 | ELECTRONICS ITEMS | Air Conditioners, refrigerators, deepfreezers, water-coolers, ice-making machine TV, Camera, Presenter, Signage board display etc. |
| 06 | SERVICING & SPARE PARTS | Servicing and spare parts of various electrical/electronic/other equipment etc |
| 07 | CIVIL MAINTENANCE EQUIPMENT / ITEMS | Sanitary-ware such as wash basins, sinks, etc. General hardware such as nuts & bolts, screws, door-fitting etc |
| 08 | COMMUNICATION EQPT | Telephones/mobiles, EPABX, fax machines, Modem, Routers etc |
| 09 | FURNITURE | All types of steel/wooden/concretes/moulded  furniture etc. office furniture like tables, chairs, filing cabinets, cupboards, Almirah, Cot, Re-conditioning & repair of furniture etc. |
| 10 | BOARDS | Sign board, notice board, white board, green board, ACP glow sign board, magnetic board etc. |
| 11 | ELECTRICAL FITTINGS & APPLIANCES | All electrical fittings and accessories such as switches, plugs, adaptors etc. lamps and lampfittings, all types of cable wires insulationg materials, prespex / ebonite sheets and rods etc. conduit pipes and fittings, all ceiling pedestaland table fans, electrical appliances such as hotplates, heating elements etc. all electrical equipments such as switchgears, transformers, including step-up and step-down transformers, oil circuit breakers, all motors including fractional horse-power motors, reduction gears, exhaust fans and bolwers, geysers, miker grinders, paper cutting machine and other electrical appliances, Digital multimeter. |
| 12 | TOOLS | Painting brushes, work shop tools, carpenters/ smiths tools, precision tools, electric hand tools, agricultural/garden implements, srew driver set, Vacuum cleaner etc |

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| 13 | OFFICE STATIONERY | File covers, pens, pencils, A4 photocopying paper, spiral pads, files, tissue rolls and all other items. |
| 14 | TOILETRIES & CLEANING MATERIALS | Soaps, dusters, mosquito repellent machines, mats, liquids, cream etc cleaning powder, soap, detergent etc, acids for toilet cleaning, brooms, Regular Insect Screen etc. |
| 15 | SAFETY & SECURITY ITEMS | Items related to safety and security like CCTV with NVR, DVR, camera, fire-fighting equipment, Accessories & fittings etc |
| 16 | DG SETS | DG set and allied equipment & spares. |
| 17 | TONERS/ CATRIDGES | Drums/Toners/cartridges for printers/ photocopiers/Digital copiers, fax machines etc |
| 18 | PRINTING | Screen/offset/digital general printing works etc |
| 19 | WOOD | Plywood, beeding, teak wood, Honne wood, sall wood etc |
| 20 | PAINTING | Bristle brush, wire brush, marking tape, roller tray, enamel paint/mission paint, thinner, chalk powder/Amber powder, polish, polish colour, sand paper brush, bush screw, nutbolt, lock, hook, nails, wax, ekalun sheet, fevicol, glass aliminium channel, glass cutter, glass fitter, nylon plug etc |
| 21 | WORKSHOP | Grinding tool, polishing tool, coolent oil, brass rod, drilling & other cook shop items etc |
| 22 | ELECTRICAL EQUIPMENT | Battery, UPS & Annual Maintenance Contract for the Battery and UPS, 1.5/ 2 TR (3Star) split air conditioner. Buy back etc |
| 23 | SOUND SYSTEM/PROJECTORS ETC | Sound system, projector, camera & CCTV boards, electrical installations & accessories, serene, mike, amplifier, LCD / LED Projector, DLP Projector, 3-D projector etc |
| 24 | CYLINDERS | Oxygen, Nitrogen, Argon, Helium gas refilling with cylinder and regulator. |
| 25 | GARDEN MATERIALS & EQUIPMENT | Soil, Plants and all Garden materials etc |
| 26 | BUILDING MATERIAL SUPPLIER CIVIL CONTRACT | Supply of all types of building material & contracts for civil electrical, furnishing works etc. |

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| 27 | EMPANELMENT OF FIRMS FOR SERVICES | Maintenance such as  Computer hardware& printer repairs.  A/C Repairs & Maintenance.  UPS Repairs & Maintenance.  Civil works Plumbing/Electrical/Aluminum Glass.  Kitchen Equipment – Chimney/Mixer/Grinder/Refrigerator water filters.  Telephone EPABX/Projector/Network.  DG Set Repairs & Maintenance.  Photocopier Services/AMC of Photocopier  CCTV.  Fire extinguisher  Server  Tubular battery/ Hot air oven  Water chiller and air compressor  Door Locks (RIFD ) & Access control. |

**Note: CeNS reserves all the rights to modify or add any or all the categories as per the requirement of the** **Institute from time to time.**

**General Terms & Conditions**

1. Registered firms are to abide by the General Conditions of contracts contained in Centre for Nano and Soft Matter Sciences tenders from time to time.
2. It is obligatory on the part of the registered firms to furnish performance statement in the format prescribed in the Application Form every year indicating all orders placed on them.
3. Registered firms are required to keep Registering Authority informed about the changes in any of the particulars furnished by them in their application or in their product specification or discontinuation of production of any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change or discontinuation.
4. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
5. Fresh application shall be required to be made after expiry of previous registration or for seeking additional registration/change of specification.
6. Centre for Nano and Soft Matter Sciences registration is one of the requirement for the suppliers to participate in CeNS tenders. The tenders may stipulate other requirements/eligibility criteria which are also required to be complied with.
7. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders, registered firms are to quote their registration number, along with clear statement that the tendered is registered for that particular store with Centre for Nano and Soft Matter Sciences.
8. In all future correspondence with the Centre for Nano and Soft Matter Sciences, approved vendors are always required to quote the Registration No. given at the top of the registration letter.
9. Centre for Nano and Soft Matter Sciences has right to add/delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.
10. Failure to abide by the conditions of registration as above and/or any of the other grounds, name of a registered firm is liable to be removed from the approved suppliers list of Centre for Nano and Soft Matter Sciences.
11. **Liquidated Damages**: In the event of the Seller's failure to supply the goods/provide services as mentioned in the Purchase /Work Order the Centre may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the Order price of the delayed/undelivered stores for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.
12. **Arbitration**: All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Institute regulations.
13. **Fall clause:** The following fall clause will form part of the contract placed on successful Bidder:

(a) The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all Orders placed during the currency of the rate contract is completed.

(b) If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person / organisation including the Buyer or any Deptt, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to this Institute and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.

14. **SECRECY**

**(a)** All the information, know-how, technical data, specification and drawing models or specimens furnished by CeNS for the purpose of or in connection with the manufacture and supply of the stores hereby tendered constitute the property of CeNS and the supplier shall keep them in strict confidence and he shall not divulge the same to anyone else except under the authority and for the purpose of CeNS. All such documents, data, drawings, models and specimens are the property of CeNS and shall be returned when demanded by CeNS.

1. The supplier shall not supply the material ordered by CeNS to anyone else other than CeNS and shall not disclose any initiations, development or adaptations thereof to anyone else except with the written consent of CeNS.
2. CeNS shall be entitled to prevent a breach of the above and to damages in case of breach.
3. CeNS reserves the right to reject any items supplied against the purchase order, if found not satisfactory at the time of supply. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).
4. The prices quoted should be inclusive of all taxes, packing, forwarding and freight upto CeNS Campus.

17. Payment for the items to be supplied by the vendor against the purchase order shall be made as follows:-

(a) 100% after supply and inspection as per Purchase/Work Order and physically verified by the

competent authority.

1. Payment shall be released within 30 days on receipt of the original bills completed in all respect.

18. The Institute reserves the right to reject any or all quotations without assigning any reason therefore.

19. This will be binding to the successful vendor as contract documents. Purchase/Work Order will be issued to successful vendor with applicability of all terms & conditions.

20. Decision of the Director of the Institute will be final and binding for all concerned.

21. **All disputes subject to Bangalore jurisdiction.**

**DECLARATION BY THE VENDOR**

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc of the document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 21. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date: Signature:

Address: Name: