

Presidency University, Kolkata

Ref. No. PU/FO/Vendor Enlist/2016-17

Date: 13/06/2016

NOTICE FOR ENLISTMENT

Applications are invited from the reputed and interested manufacturers /authorized dealers or distributors/ suppliers / service-providers / reliable vendors for empanelment of their names at Presidency University, Kolkata. The identified areas are as follows:

1. Books & Journals
2. Building Repairs
3. Interior Decorating
4. Supply of Stationeries & Office Materials
5. Clearing & Forwarding Agents
6. Advertising Agency

Interested parties may submit application (in sealed cover addressed to the Finance Officer, Presidency University, 86/1 College Street, Kolkata-7000073) for enlistment in the *prescribed format*, separately for each Category, along with a demand drafts in favour of “Presidency University” payable at Kolkata for payment of **non-refundable application fees of Rs.1000/-[Rupees One thousand] only**. Such Form(s) along with the required documents and application fees may be dropped in the Tender Box kept at the Finance Office of the University at Main Building (1st Floor) or may be sent by post / courier to **the Finance Officer, Presidency University, 86/1 College Street, Kolkata-7000073**.

The last date of submission of such application form(s) is 07/07/2016 within 4 P.M. The names of the enlisted Vendors will be published in the University Website (www.presiuniv.ac.in).

The University reserves the right to accept or reject any quotation in part or full without assigning any reason. In case of any dispute, the decision of the University authority shall be final and binding on the applicants.

Sd/-

Finance Officer, Presidency University

**PRESIDENCY UNIVERSITY,
86/1 College Street, Kolkata-7000073
APPLICATION FORM FOR ENLISTMENT OF SUPPLIERS/VENDORS
FOR 2016-17**

Fresh Application / Renewal.....

CATEGORY APPLIED FOR:.....

[State any one category from 01 to 06 as mentioned in the Notice for Enlistment]

1A. NAME OF THE COMPANY / FIRM / BUSINESS ORGANISATION:

1B. Address:

2A. Name of Managing Director / Managing Partner / Proprietor:

2B. Name and Designation of the authorized person other than at 2A, if any

3. Contact Telephone / Mobile No(s)

(mandatory) Fax No. :

e-mail address (mandatory):

4. Trade License Details (Current):

(To enclose photocopy of Trade License)

5. Details of expertise in the area of Enlistment applied for (with credentials)

(Use separate sheet if required)

6. Details of authorized dealership/ distributorship / Retailer ship etc., for reputed brand & items in the area applied for (use separate sheet)

(To enclose photocopy of relevant certificate of Manufacturer)

7. Details of own manufacturing system/ Factory (including address)

(Document from a statutory body as a proof of manufacturer / photocopy of Factory License to produce):

8. Details of Sales Tax/ VAT Clearance :

(To enclose photocopy of valid sales tax / VAT Clearance Certificate)

9. Sales Tax /VAT Registration details:

[To enclose a photo copy of such Registration Certificate, submit the original later for verification]

10. PAN of the Company / Firm/ Sole – proprietor

[To enclose a photo copy of PAN Certificate, submit the original later for verification]

11. Service Tax Registration No:

[To enclose a photo copy, submit the original later for verification for verification]

12. Details of Demand Draft against payment of application fees of Rs.1000/-

D.D. No. _____ Date _____ Rs.1000/- Drawn on _____
_____(Name of the Bank and Branch)

12. State the other category (ies) for which Enlistment is also sought by separate application:

I confirm that I will follow the **Rules & Regulations** already framed and to be framed for the purpose of such enlistment including that of making “Security Deposit”, as determined by the University.

I certify that the information furnished above is true and correct.

Date:

Full Signature of the Applicant

Place:

Designation & Rubber Stamp:

DECLARATION

1. I, ----- Son /Daughter of Shri -----
-----, Proprietor/Partner/CEO/MD/Director/
Authorized Signatory of M/s. ----- am
competent to sign this declaration and fill up the present application for enlistment.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/ we am /are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY UNIVERSITY, Kolkata or in any national organization or educational institute/university for any supplies, products or services,.

Signature of the Authorized Person

Date : -----

Full Name _____

Place : -----

Designation with Seal

Instructions:

1. All column should be filled up properly & documents as required above to be attached. Incomplete application(s) may be rejected.
2. There are 06 categories identified for enlistment. Number of categories for enlistment of a firm will be restricted; separate application is to be submitted for each area.
3. Form(s) are to be submitted SUPERSCIBING THE CATEGORY ON TOP of the sealed envelope to the Office of the Finance Officer.
4. Use separate sheet (in letter head of the Company / Firm, etc.) wherever necessary.
5. Application money is not refundable, even if enlistment is not made. Enlistment is dependent on fulfilment of all the terms and conditions.
6. Decision of the authority is final and binding.

For use of Finance Officer's office/Purchase cum Tender Committee of the University:

Details of the criterion	Observations	Points	Remarks