

Presidency University, Kolkata

Ref No: PU/FO/Vendor Enlist/2015-16/1

Date: 13-05-2015

NOTICE FOR ENLISTMENT

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

1. Furniture and Interior Decorating [Wooden/ Steel],
2. Catering Service,
3. Decorating service &Hiring of Sound system, Projection & Lighting,etc.
4. Building Repairs
5. Car Provider (on as & when required basis for 4-sitter / 8-sitter AC / Non-AC Car)
6. Clearing & Forwarding Agents
7. Designing and Art Work
8. Advertising Agent

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, to be downloaded from the University website (www.presiuniv.ac.in) along with a demand draft 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 Purchase Cell 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 29-5-2015 upto 4 P.M. The names of the enlisted Vendors will be published in the University Website (www.presiuniv.ac.in).

Those who have submitted their application(s) for enlistment earlier in response to the Notice For Enlistment No.PU/FO/Vendor Enlistment/2014-15 dated 19-12-2014 are not required to submit the same further.

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 2015-16**

CATEGORY APPLIED FOR :.....

[State any one category from 1 to 8 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 / Retailership 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/DaughterofShri-----
-----, Proprietor/Partner/CEO/MD/Director/
Authorized Signatoryof M/s. ----- am
competenttosignthisdeclarationandfill up the present application for enlistment.
2. Ihavecarefullyreadandunderstoodallthetermsandconditionsofthetenderand
herebyconveymyacceptanceofthesame.
3. Theinformation/documentsfurnishedalongwiththeaboveapplicationaretrueand
authentictothebestofmyknowledgeandbelief.
4. I/ we am /are well aware of the fact that furnishing of any false information/ fabricated
document would lead torejection of my tender at any stage besides
liabilitiestowardsprosecutionunderappropriatelaw.
5. Each page of the papers submitted by my Company is authenticated, sealed and signed,
and I take full responsibility for the entire documentssubmitted.
6. I/ our firm / company am / is not currently debarred or blacklisted in PRESIDENCY
UNIVERSITY,Kolkataorinanynationalorganizationor educationalinstitute/university for
any supplies,productsor services,.

SignatureoftheAuthorizedPerson

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 8 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. Last date of submission of Form(s), SUPERSCIBING THE CATEGORY ON TOP of the sealed envelope tot the Office of the Finance Officer is 29-05-2015.
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 fulfillment 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