

**EXPRESSION OF INTEREST (EOI) FOR REGISTRATION OF VENDORS AS APPROVED
SUPPLIERS/CONTRACTORS FOR SUPPLY OF “GOODS AND SERVICES”**

Tezpur Medical College & Hospital, Tezpur intends to introduce the process of registration of reputed and financially sound Vendors i.e. Manufacturers/ Authorized Dealers/ Stockists / Service Providers/ Contractors etc. having sufficient credentials in their lines of business who intends to make supplies or provide services to this Institute for the under mentioned categories of supplies and services.

All interested manufacturers, distributors, dealers, traders, contractors etc. are invited to apply in the prescribed format for the participation in the registration process. The Suppliers/Vendors who are presently supplying or had been supplying in the past are also to apply, failing which their name will not be registered.

The registration as "Approved Supplier/Contractor" will be kept valid for a period of 03 years subject to satisfactory performances. It will be reviewed, once in a year or at any time, eliminating firms which may have gone out of business or whose performance has been found to be unsatisfactory. Renewal of registration shall be done for a further period of three years based upon the performance of vendors during the last three years. Vendors seeking renewal shall submit a fresh application form, three months prior to expiration of the validity of registration, duly filled in, along with necessary documents.

Supplier registration shall be done separately for each category of supplies/services. Separate application should be submitted for each category of supply / services and registration fee is applicable for each application form.

The objective of the above Vendor registration process is to have a broad based panel of reliable source of procurement of goods and services to which enquiries can be addressed for the Institute purchases/works in order to streamline its related procedures for which the Institute shall be maintaining item wise list of eligible and qualified suppliers/ contractors.

All those firms which are registered shall enjoy the following benefits

1. Once the vendor is registered with TMC&H, the said firm is exempted from paying Earnest Money Deposits& Security Deposits in case of Limited tenders.
2. Tender/quotation enquiries against demands which are not advertised are sent to the registered firms.
3. Rate Contracts are generally awarded to registered vendors.

The vendor registration process shall be open throughout all the time and any vendor can apply at any time to get registered. However, the last date for receipt of Vendor Registration Form has been kept as **31/05/2018** so that applications received within this date can be processed in first lot.

Terms & Conditions of Registration:

1. Applications are liable to be ignored / rejected if the instructions contained in this document are not correctly carried out. Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.

2. The set of Terms & Conditions mentioned in this document is applicable at the time of registration of vendors/contractors only. A separate set of Terms & Conditions is to be issued at the time of Request of Quotation or Tender Inquiry as the case may be.
3. Normally sufficient notice will be given to vendors for submission of quotations. However, under special circumstances, TMCH reserves the right to give short-notice tenders/enquiries.
4. TMC&H reserves the right to restrict the opportunity to bid for a specific supply/services to a limited number of vendors in the panel/approved list.
5. TMC&H reserves the right to cancel the panel and a specific job at any time without assigning any reason, whatsoever.
6. In case of any dispute arising between the Institute and the applicant vendor/contractor, the decision of the Principal cum Chief Superintendent, TMC&H or his nominee shall be final and binding on both the parties. Alternatively, any dispute that may arise will be subject to jurisdictions of Court of Law at Guwahati only.
7. Incomplete applications/ applications without support of documentary evidences (Mere mentioning of any particulars shall not enable any vendor to get any credit to be eligible for registration for a particular category) are likely to be rejected.
8. Registration of a vendor will depend on the competence of the vendor based on the documents/information submitted for registration and as assessed by the Institute at its sole discretion. The decision of TMC&H, in respect of registration of vendors for various categories of supplies/services shall be final & binding on all concerned. The Institute may at its sole option reject any application without assigning any reasons thereof without prior intimation. Applicants shall not be entitled to claim any cost, charges or incidentals expenses incurred in connection with the preparation and submission of their applications.
9. Only the registered suppliers would be Prima facie eligible for consideration for procurement of goods and services i.e. Quotations will be called from the registered vendors only as and when need arise. The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered. However, this registration will no way give any right to the party to claim for award of order/work or tender/quotation enquiry. TMC&H authority reserves the right to call for quotations from other sources too and place the order to any of the vendor. The TMC&H also reserves the right to include or exclude any of the vendors under the different categories at any time during the operating period of this registration - Enlisted suppliers shall not have any objection to this.
10. The enlisting authority reserves all the rights to add / delete / alter any or all the categories as per the requirement from time to time and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.
11. **Applicants seeking Vendor Registration must take note of the following points:**
 - i. A Supplier/Contractor is not permitted to have enlistment in more than one name.
 - ii. The registration of vendors has no bearing with the Open tender/ Advertised tender. The Registered vendor may participate in the Open tender/Advertised tender separately if they desire and satisfy the conditions therein.
 - iii. Failure or unsatisfactory performance in any occasion during the registration period will be viewed seriously.
 - iv. Any supplier who fails to submit quotation (within the range of product or services for which it is registered) when called for or fail to supply items / services in time or in uniformity with the stipulated specification may be de-listed from the approved list without prior notice.

- v. After being registered as approved Supplier/Contractor by TMC&H, Tezpur, the firm has to supply material at TMC&H, Tezpur and the firm has to accept the payment terms as made by TMC&H authority.
- vi. Any change in the address, phone number, fax no. and email id of the vendor, if any, shall be informed to the enlisting authority immediately, so as to have proper communication with these vendors.
- vii. In all future correspondence with TMC&H, registered vendors are required to quote their Vendor Code.
- viii. Once selected as approved vendor, you have to promptly reply to our enquiries, execute orders as per the order terms and keep us informed of new products/developments/ innovative ideas that shall help to reduce the cost and improve quality, reliability, etc.
- ix. Any wrong misleading information /data given by the vendor detected at any stage shall render the vendor for de-empament.
- x. A duly constituted vendor registration committee will examine the documents submitted for the registration. Additional data if any required for assessing the vendor with respect to the registration shall be sought from the vendor at the time of reviewing the applications. The Institute shall conduct Vendor Performance Assessments on successfully registered vendors if and when necessary. Only those Suppliers/Contractors are allowed to continue in the list that remain active in TMC&H, Tezpur and perform well. Each Vendor's/Contractor's performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the registration period.
- xi. Intimation with regard to registration of the vendor as "approved supplier/contractor" or otherwise will not be individually communicated to each vendor. The Suppliers/Vendors selected for registration will be notified automatically in our website. Once enlisted as a vendor, all the Vendors will be assigned with a unique Vendor Code.

Instructions for Suppliers/Contractors:

1. The applicant should clearly read all the pages of the document.
2. The applicant should make sure before applying for a particular type of category, that it has the required eligibility criteria & experience and also has registered for business for that type of Category.
3. The prescribed "Application Form" may be obtained from the website (www.tmcassam.org) and from office as well. Application submitted in the prescribed Application Format available in our official website only will be accepted. Applications that are incomplete/ insufficient/invalid in any respect may be liable for rejection and no further correspondence will be entertained with such vendor.
4. A non-refundable registration fee of Rs.3000/- (Rupees Three Thousand only) for each category of supply/service is to be deposited by the vendor along with each application. Since, this registration fee is imposed as application processing fee, so, exemption is not allowed in any circumstances. The demand draft towards registration fee should be made in favour of **"The Member Secretary, SMET"** and payable at **Tezpur**. The application without demand draft is liable to be rejected.
5. The sealed envelope containing the duly filled in application form, documents & fee should be clearly super scribed on the top of the envelope as **"APPLICATION FOR REGISTRATION OF VENDORS AS APPROVED SUPPLIERS/CONTRACTORS FOR SUPPLY OF GOODS AND SERVICES-Category Code....."** and send the same to the **"The Principal cum Chief Superintendent, Tezpur, Tumuki, Bihaguri, Dist: Sonitpur, Assam, Pin-784010"**.

6. The applicant shall indicate the reference code of category under which they seek registration failing which TMC&H reserves the right to reject the application.
7. All the pages of the application form, annexures and supporting documents should be serially numbered and bear the date and signature of the applicant.
8. The following essential documents (whichever is applicable) should accompany with the application form for registration:
 - a. Filled up Application Form duly signed & sealed.
 - b. Certificates of in support of proof of being a vendor, in the category applied for, are to be given.
 - c. Certificates in support of all statutory registrations.
 - d. Certificate in support of experience, if any, in the category applied for, are to be given.
 - e. License issued by appropriate authority.
 - f. Whether similarly registered with any other Government Medical College/Hospitals or other Government Department which is to be mentioned with proof.
 - g. PAN Card.
 - h. Certificate of Incorporation/Partnership Deed.
 - i. Proof of office address.
 - j. Income Tax Returns along with Balance Sheet and Profit & Loss A/c for last 3 years duly authenticated by a Chartered Accountant.
 - k. Annual Turnover Certificate for last 3 years duly authenticated by a Chartered Accountant.
 - l. In case of Accredited Agents and Authorised Dealers/Stockiest, satisfactory evidence from their Manufacturers shall be submitted along with the completed application form.
 - m. Power of Attorney in favour of signatory of the application.
 - n. List of products dealt in along with specifications, make and model.
 - o. Application should be accompanied by a DD of Rs. 3000/- (non-refundable).
 - p. Any other document that may be considered relevant.
9. On receipt of the application form for registration along with the requisite documents as mentioned above, the supplier shall be registered with the TMC&H after Scrutiny.

APPLICATION FORM FOR REGISTRATION

Category No.	Details of the items of supplies/services dealt with by the applicant for which the application for registration is submitted

BASIC INFORMATION OF THE APPLICANT

S. No.	Particulars	Details
1	Name of the Organization	
2	Type of the Organization (Whether a proprietary concern/partnership firm/company etc. Please enclose related certificate/document.	
3	Name of the Proprietor/partners/Directors of the Organization.	
4	Details of Registration (Firm/Company, etc) Registering Authority,, Date, Registration No. etc. Please enclose related document.	
5	Registered Address along with e-mail, fax no., telephone no. etc.	
6	Address to which communication should be sent.	
7	Details of PAN, TIN/TAN, GST. Please enclose documentary evidence	

**To
Member Secretary,
Society for Medical Education, Tezpur,**

Sir,

This has reference to your EOI for registration of vendors notified in newspaper and available in website. I/We hereby submit the application for registration. I/We have carefully perused the application document and I/We hereby give my/our unqualified acceptance to the procedures adopted by TMC&H for registration.

All documents as per procedures are submitted herewith. I/We, also undertake to produce the documents/certificates in "original" for verification as and when required by the enlisting authority.

Thanking you,

Yours sincerely,

(Signature of the Vendor with seal)

DECLARATION BY THE APPLICANT

I/we.....declare and confirm that the information furnished and enclosures submitted with the prescribed application form are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my/our application for registration.

I/we undertake to charge genuine prices for the items supplied or services provided to the TMC&H.

I/we will not involve myself/ourselves in any unhealthy practice by way of entertaining sister concern firms/partners/relatives in procurement process undertaken by TMC&H from time to time.

I/we certify that my/our firm is not blacklisted / banned from business by any organization.

I/we have read and understood all the rules and procedures of the TMC&H for registration of vendor and agree to abide by the same in all respects.

Signature

Name:

Designation:

Seal

Date:

Place:

List of Categories of Supplies and Services

S. No.	Category Code	Particulars
1	001	Supply & Servicing of Air Conditioners, Water Purifier, Water Cooler, Refrigerators , Xerox Machine etc.
2	002	Providing Manpower Services- Laundry, Miscellaneous maintenance works etc.
3	003	Supply of Sports Equipments and Goods, Prizes/Medals/Trophies/Mementoes/ Heath Care/Fitness Equipments etc.
4	004	Security, Safety Items: Fire extinguishers & Refilling work, Supply, installation, repair of CCTV's etc.
5	005	Printing & Supply of Prescribed Printed Stationery Items-Annual Report, I-Cards, Coupons, Forms, Ledgers, Registers, Printing of Examination Related Materials etc.(Sample will be given by TMC&H).
6	006	Stationery and Office Consumables- Office Stationery, Computer Stationery, Classroom Stationery, Office Consumables etc.
7	007	Providing of Stitched Cloth-Tailoring of Garments like Bed Covers, Pillow Covers, Door & Window Curtains etc.
8	008	Medical Gas Cylinder & Medical Gases.
9	009	Supply of Wooden/Steel/PVC Moulded Furniture- Hospital Furniture, Office Furniture- Seating and Storage Solutions, Customized Furniture for Class Rooms, Laboratory, Hostel, Library, Kitchen, Dining etc.
10	010	Supply of Hardware Items for Maintenance---Hardware Items Sanitary Fittings & Plumbing Items, Painting materials, Sanitation Material etc.
11	011	Contractors for Civil, Electrical, furnishing work etc.-Repair of RCC structures, Petty Construction Work (Piece Work).
12	012	Electrical Items- Supply of Lights & Lighting Fixture, Decorative lamps, LED Lights, Plug, Switch, Wire/Cable, Electric Fittings etc.
13	013	Medical and Nursing Consumables- Surgical Equipment/Instruments etc, Dressing and Nursing items, Radiological items like X-Ray Films, CT Scan Films, Ultrasound Gel. Etc.
14	014	Supply of IT Equipment-Supply/Repair of Desktop/Laptop, Printers, UPS, Scanners, Computer Software etc.
15	015	Medical Equipment/Instruments-(Diagnostic/Treatment).
16	016	Lab. Chemicals/Reagents/Equipments/Glassware/ Plasticware and other miscellaneous Laboratory Consumables.

(Dr. R. K. Kalita)
Principal cum Chief Superintendent
Tezpur Medical College & Hospital, Tezpur