

Govt of Odisha

Department of Tourism & Culture (Culture).

Bhubaneswar

Bhubaneswar

Dt- 7.08.2016

Empanelment of Vendors/Suppliers/Contractors.

Applications are invited from intending firms/suppliers/vendors/contractors those are in the business of manufacturing, stocking or marketing of goods and services of specified categories as mentioned in the registration documents for their Empanelment as Registered firms/suppliers/vendors/contractors. Registration form can be downloaded from the website of Tourism & Culture (Culture) Department i.e. www.odishaculture.gov.in .Applications form & fee must be submitted to Superintendent Odisha State Archaeology, Sanskuti Bhawan, 1st floor, Bhubaneswar-14 latest by Dt.31.08.2016, 4.00 P.M

Director Culture cum Additional Secretary

Department of Tourism & Culture(Culture)
Govt of Odisha

Instruction to Vendor for Registration/Empanelment of Vendors.

The Department of Tourism & Culture (Culture), Sanskuti Bhawan 2nd floor Bhubaneswar intends to register/empanel the firms/Companies/who are in the business of manufacturing, stocking and/ or marketing selling of goods of specified categories as Registered vendors. The main objective of registration of firms/ agencies to have a broad of such firms/company who are financially sound and reliable sources for supply to whom enquiries can be addressed for the office purchases. Such approved suppliers will be known as registered suppliers. These Registered suppliers are also prima facie eligible for consideration of procurement of goods through limited tender enquiry.

1. **Eligibility criteria for Registration Empanelment-** All firms /agencies/suppliers which are in the business of manufacturing, stocking or marketing of stores goods are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.
2. **The firms registered with Department of Tourism & Culture(Culture) will enjoy the following benefits:-**
 - a)- Tender enquiries against demands which are not advertised, can also be sent to the registered firms.
 - b)- In case of advertised/Limited tender enquiries, copies of tender notices may be sent to registered firms giving them information in advance to enable them to purchase the tender sets.
 - c)- Rate Contracts and Running Contractors are generally awarded to registered firms.

3- Empanelment /Registration Procedure:-

Procedure for empanelment of vendors with Department of Culture

- 3.1- The applicant should go through all the pages of the document.
- 3.2- Correct/relevant information/data have to be furnished by the vendors.
- 3.3- Before applying for a particular type of Category, the applicant must ensure that he/she has the required eligibility criteria & experience for that category of work/item goods.
- 3.4- Suppliers/companies seeking application form shall have to pay Rupees 1000 towards the cost of the application form and processing fee. The amount shall be paid in shape of demand draft drawn in favour of Superintendent Odisha State Archaeology payable at Bhubaneswar.
- 3.5- The Vendors/ Suppliers shall have to fill and submit application form along with required documents and fees to Superintendent Odisha State Archaeology, Bhubaneswar latest by Dt 31.08.2016.
- 3.6- Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.7- The sealed envelope containing the registration form, documents & fee should be clearly super scribed on the top of the envelope as "APPLICATION FOR EMPANNELMENT of VENDOR/REGISTRATION".
- 3.8- Vendors/Firms/Suppliers registered with DGS&D, NSIC, NCCF,(for items specified by NCCF),EPM shall be considered for registration /empanelment at Department of Tourism & Culture(Culture)along with registration certificate of such agencies along with other certified documents.

3.9- The following essential documents (whichever is applicable) must accompany with the registration form:

- CST/VAT/TIN No.
- Trade License;
- Income Tax permanent Account No-(In the name of firm if not a proprietorship firm)
- Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Register of Firms etc where necessary.
- Audited balance sheet of Profit & loss account for last three years.
- Annual turnover certificate for last three years duly certified by a CA firm. If any.
- ISO Certification if any.
- A notarized certificate that the vendor/supplier hasn't been black listed by any institution of the Central/ State Government/any PSU, University; Institute etc in the past three years should be submitted.
- The relevant certificate and Labour Licence is required for civil Contractor License.
- The Department may ask the registered vendor/contractor/supplier to submit any other certificate that may require from time to time.

3.10. On receipt of the Registration form along with the requisite documents as mentioned above, the supplier shall be registered with the Department of Tourism & Culture (Culture) Govt Of Odisha.

3.11. The firm/Vendor/supplier will be considered for registration/Empanelment for an initial period of 1 year and their registration may be considered for renewal as per procedure, for another two years or so, at a time subject to satisfactory performance of the firm during initial registration period.

3.12. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the Registration No. ,Vendor Trade Group /Category No along with Description.

3.13- If at any time, the information furnished by the firm/vendor/supplier found to be incorrect /fraudulent, the registration is liable to be cancelled and the firm may be black listed & the EMD/SD will be forfeited by the Department.

Terms & conditions for supplier Registration/Empanelment as a supplier.**4.1 General clause**

4.1.1. The said registration, qualifies a particular vendor/ supplier for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered/empanelled. However this will not give any claim to the party for award of work/purchase order.

4.1.2 Department of Tourism & Culture (Culture) reserves the rights to accept, consider or reject any or all applications without assigning any reason thereof. The decision of Department of Tourism & Culture (Culture) in respect of registration of parties for various categories of work/items shall be final & binding on all concerned registered firms/vendors in the panel.

4.1.3 vendors/ suppliers once empanelled, shall have to reply promptly to all the enquiries, execute orders as per the order terms of Department of Tourism & Culture/Its Subordinate Offices and keep the office informed of new products/ developments/innovative ideas that shall help reduce the cost and improve quality, reliability etc.

4.1.4 This document is treated as a valid contract between Department of Tourism & Culture(Culture)/its subordinate Offices and Vendor/ Supplier to all aspects of fair trade practices in executing the purchase orders/work orders placed by Government in Department of Tourism & Culture(Culture)/its subordinate Offices from time to time during the registration period.

4.1.5 In case of empanelled vendor/ Supplier is in breach of any terms & condition(s) imposed by the Department of Tourism & Culture(Culture)/its subordinate Offices /or supply/work/order, at any stage during the course of supply/ installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by Govt In Department of Tourism & Culture Dept/its subordinate Offices & debarring and blacklisting them for at least three years for further dealings with Department of Tourism & Culture(Culture)/its subordinate Offices .

4.1.6 The vendor should not assign or sublet the empanelment or any part of it to any other vendor in any form. Failure to do so shall result in termination of empanelment. All those firms which are registered and confirmed shall be entertained for various queries as required from time to time.

4.1.7 All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier. In all future correspondence with Department of Tourism & Culture (Culture)/its subordinate Offices, empanelled vendors are required to quote the Registration No.

4.1.8 The Department of Tourism & Culture (Culture) reserves all the rights to add/delete/alter any of the items and to mend /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.

4.2 Price variation clause- During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department/Organization at a price lower than the price fixed for Department of Tourism & Culture (Culture)/its subordinate Offices, the vendor must voluntarily pass on the price difference to Department of Tourism & Culture(Culture)/its subordinate Offices with immediate effect.

4.3 **Indemnity-** The selected vendor shall indemnify the Department of Tourism & Culture(Culture)/its subordinate Offices and user departments against all third party claims of infringement of patent, trademark/copy right or industrial design rights arising from the use of the supplied items and related services or any part thereof. User department. Office stands identified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

4.4 **Termination for Default-** Default is said to have occurred i) if the vendor/ supplier fails to deliver any or all of the services within the time period (s) specified in the purchase order or any extension thereof granted by Department of Tourism& Culture (Culture)& its subordinate Offices. ii) If the vendor fails to perform any other obligations(s) under the empanelment. lii) If vendor does not respond the limited tender enquiry or quotation for Department of Tourism & Culture (Culture)/its subordinate Offices

b) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days receipt of the notice, then default notice from the Department of Tourism & Culture (Culture) its Subordinate Offices or takes longer period in-spite of notice by Department of Tourism & Culture (Culture)/its subordinate Offices (what may authorize in writing), may terminate the empanelment/purchase order in whole or in part.

4.5 All disputes in this connection shall be settled in Bhubaneswar jurisdiction only.

4.6 Contact Officer-For any query, applicants may contact Sri Indramani Tripathy ,Under Secretary to Govt,Directorate wing ,T& C (Culture)Dept in the following contact No & E Mail ID.

Contact No-9437411730

[E-mail-indrageeta123@gmail.com](mailto:indrageeta123@gmail.com).

-Sd/-

**Director Culture Cum
Additional Secretary to Govt In Culture Department.**

Department of Tourism & Culture(Culture)
Govt of Odisha

Application format for vendor Registration

1. Name of the Supplier/Vender/proprietor:- _____
2. A) Head Office/Registered Office _____

Telephone No. _____
Fax No. _____
Email _____
Web site (if any) _____
Date of Establishment _____
b) Branch office, if any _____
Telephone No. _____
Fax No. _____
3. Name of Chief Executive/
Proprietor/Partners _____

Telephone No. _____
Fax No. _____
Email _____
4. Name of Contact Person _____
Telephone No. _____
Fax No. _____
Email _____
5. _____

Type of Organization (Tick appropriate)	Documents to be enclosed
a) Proprietary	Trade License
b) Partnership	Partnership Deed, Trade License
c) Private Limited Company	Memorandum of Article
d) Public Limited Company	Certificate of Registration
e) Public Sector	Trade License

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6. Name of Business (Tick appropriate)

Manufacturing Service	Dealership	Service Provider
Stockiest	Indian Agent	
Contractor	Others	

7. Details of category for which Registration is sought:-

Sl No	Category	Code	Tick appropriate
1	Khandolite Stone	001	
2	Sand Stone	002	
3	Laterite Stone	003	
4	Cement	004	
5	Sand	005	
6	M S Grill	006	
7	Items of Grouting	007	
8	Lightning Arrester	008	
9	Chemicals	009	
10	Lime	010	
11	Paint	011	
12	Traditional Mortar	012	
13	Brick(Kb/CB)	013	
14	Steel	014	
15	Metal	015	
16	Bazoor	016	
17	wood	017	
18	Granite	018	
19	Chips	019	
20	Boulder	020	
21	CCTV Camera	021	
22	Computer Peripherals	022	
23	Audio Visual Equipment	023	
24	Office Furniture	024	
25	Security Agency	025	
26	Crane	026	
27	Supply Of Hydra	027	
28	Supply of Vehicle	028	
29	Flower Decoration	029	
30	Tent House	030	
31	Catering	031	
32	Printing	032	
33	Stationary	033	
34	Photograph printing	034	
35	Air Conditioner	035	
36	Sanitary items	036	

Note: Vendors are requested to enclose detaild list of goods, services etc. **as annexure.**

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8. Audited Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Chartered Account's Certification).

A) 2013-14		
B) 2014-15		
c) 2015-16		

9. Audited Profit & loss account of last 3 years (Enclose chartered Account's Certification)

A) 2013-14			
B) 2014-15			
c)2015-16			

10. Commercial Information Registration (Enclose Attested copy wherever Applicable)

- A) CST/ VAT Reg No. _____
 B) State ST Reg No. _____
 C) TIN No. _____
 d) Excise Reg No. _____
 e) Establishment/Factory License No. _____
 f) Service Tax Registration No _____
 f) PAN _____
 g) Registration Certificate with DGS &D/ NCCF
 h) Relevant ISO Certified, If any
 i) Registration certificate with PWD, CPWD, OTDC or equivalent for civil.
 k) Name of the Banker with address & Telephone No.

11. Commercial Information Registration (only for Contractor of CIVIL and new work) (Enclose Attested copy wherever applicable)

1. Name of Contractor with Address _____

2. Valid Registration Certificate from CPWD, PWD, MES, Railways, Public Sector undertaking or any other Semi Govt. Organization/ Board (Central/ State) (Attach attested copy) _____

3. Pan No. (income tax) _____
 (Attach attested copy)
4. Current Income Tax Clearance Certificate _____
 Attested copy to enclose.
5. Current sales Tax Clearance _____
 (Attach attested Copy)
6. (He should have completed minimum three _____
 Works costing up to 5.00 Lakhs each, in the last
 Five year. (Copy of work order copy to be attached).
7. Experience Certificate, successful work _____
 Completion Certificate from Govt. Dept/

PSVS/ Board or semi Govt. Organization.
(Attach attested copy).

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12. Details of Major Customers

Name of Autonomous institution/ Government Departments/ Major Public sector undertaking/ Research and Development institution where your firm is registered.

S. L No	Name of the Institution	Empanelled for	Contact Name	Contact Number

13. Details of Registration fee. (Rs. 1000/ not refundable)

D.D. No: _____ Date _____

Bank :

DECLARATION OF VENDOR

I confirm that

- 1) No Employee of direct relation of any employees of Department of Tourism & Culture (Culture)& its subordinate Offices is in way connected as Partner/ Shareholders/ Director/ Advisor/ Consultant/ Employees etc with the Company/vendor,etc.
- 2) The information furnished is correct to the best of my knowledge and belief.

(Signature of Proprietor/partner/Chief Executive)

Name _____
(IN Capital Letter)

Place:

Date

(Seal of vendor)

Check List

S. L No	Particulars	Enclose the copy of the following & tick as per applicability
1.	CST/VAT Registration	
2.	State Sales Tax Registration	
3.	TIN (Tax Identification No. Certificate)	
4.	Excise Registration	
5.	Proof of registration of the firm/Establishment/factory License.	
6.	Service Tax Certificate	
7.	PAN card in firms Name	
8.	DGS &D /NCCF /EPM Certificate	
9.	Authorization certificate of dealership of (agreement with principal (along with SSI/ NSIC certificate if any)	
10.	Relevant ISO certified, if any	
11.	Proof of Registration with any Central /State Govt. Organization.	
12.	Purchase orders issued by any Central /State Govt Organization.	
13.	Any other Certificates.	

Signature of Vendor.