

Government of India Ministry of Science and Technology Department of Science and Technology Administration II (B) Section New Mehrauli Road, New Delhi-110 016

File No. D- 24012/1/5/2011 Admn II (B)

Date: 11 Mar., 2013

Registration Notice

Applications are invited from the eligible firms for registration for supply of potable drinking water in Department of Science & Technology.

Interested firms are requested to download the application form free of cost from Department's website www.dst.gov.in and submit the filled application with necessary documents within 45 days from the date of publication of this notice. Application (s) received after due date shall not be considered at any circumstances.

(BKP Angam)

Under Secretary to the Govt. of India

Tele: 26590204



भारत सरकार विज्ञान और प्रौद्योगिकी विभाग विज्ञान और प्रौद्योगिकी मंत्रालय प्रशासन ।। (बी) अनुभाग नया महरौली मार्ग , नई दिल्ली-110016

फा. सं. डी - 24012/ 1/ 5/ 2012 प्रशासन II (बी)

दिनांक: 11 Mar., 2013

पंजीकरण सूचना

विज्ञान और प्रौद्योगिकी विभाग में बोतल बंद पेयजल की आपूर्ति के लिए विक्रतों का पंजीकरण के लिए पात्र फर्मों से आवेदन पत्र आमंत्रित किए जाते है ।

इच्छुक फर्मों से अनुरोध है कि वे विभाग की वेबसाइट www.dst.gov.in से आवेदन पत्र को नि:शुल्क डाउनलोड करें तथा इसे सूचना के प्रकाशन की तारीख से 45 दिन के भीतर संबंधित श्रेणी में आवश्यक दस्तावेज के साथ भरा हुआ आवेदन पत्र प्रस्तुत करें। निर्धारित तारीख के बाद प्राप्त आवेदन पत्र स्वीकार नहीं किया जाएगा।

> कि पा जिन्म (बी. के. पी. अंगम) अवर सचिव, भारत सरकार दूरभाष: 26590204



भाষत স্বাহ্বনাৰ
Government of India
বিদ্ধান খ্রীৰ ট্রাটীনিকী ন্যালয Ministry of Science and Technology বিদ্ধান খ্রীৰ ট্রাটীনিকী বিপ্তান Department of Science and Technology দ্রোমান প্রন্তুপ্তান Administration II (B) Section New Mehrauli Road, New Delhi-110 016

File No.D-24012/1/5/2011 Admin II (B)

Date: 11 Mar., 2013

To,

All interested Vendors

<u>Subject: Registration of vendors for supply of potable drinking water in DST, Technology Bhavan, New Delhi-110016.</u>

Dear Sirs,

Applications are invited from manufacturers of repute or their authorized distributors/ suppliers/ dealers for registering with this Department for the following item:

- i) Potable packaged drinking water in jar: Capacity 20 ltrs/ 25 ltrs.
- Interested parties are requested to submit their application in the prescribed format (Form A) to this Notice duly filled in complete with all annexure and supported with documents called therein.
- Companies/firms/concerns holding a valid Registration Certificate or Rate Contract or having successfully executed supply order of these/ similar items recently of a reckonable magnitude from DGS&D/ NSIC shall be eligible for grant of automatic Registration without any verification.
- 4. Application received shall be scrutinized thoroughly for establishing technical competence, financial soundness and decent marketing behavior of the applicant firm. The verification process may include visit and inspection of the firm premises, Offices, Godowns and factory. Received application will be valid for 90 days after the closing date of registration.
- 5. Vendors satisfying the qualification criteria shall be put on the Registration list of this Department for supply/maintenance of the concerned stores for a period of three years from the date of issuance of registration certificates subject to their satisfactory compliance of conditions prescribed by DST. In case they fail to abide by the conditions laid down by this Department and are found violating any statutory provisions, their registration may be terminated at any point of time with a due notice of two months. This Department reserves the rights to grant registration to one or more vendors for the same item.

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- Registration granted by this Department shall not be deemed to be on par with the Registration granted by Government of India, DGS&D, NSIC or State Governments. Mere Registration with this Department will not *ipso facto* entitle a firm to award of any contract/ supply/ maintenance/ work order.
- 7. The registered vendors will be invited for quoting their best prices against limited/ advertised tenders floated for the subject stores by this Department. The Department, however, reserves the right to continue source development/ tap additional sources of firms and invite additionally known parties to participate in the limited tender enquiries of this Department.
- 8. Firms if already had business relationship with this Department will have to apply afresh.
- 9. Applicants are advised in their own interest to visit the Technology Bhavan and acquaint themselves with the existing infrastructure to have a better idea of the likely acquirements of the stores by this Department. No commitment can be made or minimum quantity guaranteed at the time of registration. Average quantity consumed is around 1000 liters per day to be delivered at Technology Bhavan and Rafi Marg as per requirement.
- 10. There is no processing fee or application fee for Registration with DST. Applications submitted in the relevant Proforma appended herewith will only be considered or processed. Application complete in all respects may be submitted to the undersigned immediately. Registration process remains open throughout the year. However, Limited Tender floated for the item by DST will be issued to only those firms who have already secured registration on the date of issue of Limited Tender. Only those vendors will be allowed to compete/ quote tender, who have been granted Registration on or before the Tender opening date. Request for postponement in Tender opening date due to delay in securing registration shall not be entertained. Application form, Annexure can be downloaded from departmental website www.dst.gov.in and use of the same shall be acceptable. Received application will be valid for 90 days after the closing date of registration.

Yours faithfully,

(B K P Angam) Under Secretary to the Govt. of India

Tele: 26590204

Copy to :-

1. FICCI, DST for putting the Notice and Application documents on DST website.

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Department of Science & Technology (Admn.II (B) Section)

<u>Application form for registration of firms for indigenous stores as Manufacturers/ Authorized Agents/</u> <u>Distributors of manufacturer for indigenous stores</u>

(STRIKE OFF WHICHEVER IS NOT APPLICABLE) Description No. 01 Name of Applicant firm Postal Address/telephone/fax/e-mail of Regd. office 02 (attach proof) Postal Address/ telephone/ fax/ e-mail of Head Office (attach proof) 04 Postal Address/ telephone/ fax/ e-mail of other office (attach proof) 05 Category under which registration is sought a) i) Manufacturer ii) Authorized Agent iii) Distributor b) State if the applicant has entered into an agency agreement with the manufacturer (s) as per Note (3) hereunder. If yes submit copy (ies) of such agreement duly notarized. c) Date of Incorporation: d) Date of commencement of business: e) Constitution of the firm: (attach copy of i) Proprietorship / Partnership Partnership deed or equivalent entry certificate from Registrar of Firms) ii) Public Limited/Pvt.Limited/ Industrial Cooperative (Attach Memorandum/ Article of Association and copy of signed Certificate) g) If the firm is a subsidiary of an Indian/ foreign give particulars of parents/ holding company, Company. h) Income-tax Circle/ Ward/ District In which the Applicant firm is Assessed to Income-tax. (Please Indicate GIR/ PAN No. and attach copy)

Authorized signatory (ies) with seal

i) Sales Tax Registration no(s) attach copies.

Date:-

Cont'd.....04/-

Description	Information
Stores for which registration is required. a. Brief Description	r
b. Reference of IS Specification	
c. Model/ brand	. **
d. Size/ capacity/ rating	
e. Annual Production	
f. Annual Sales FY 2011-12	
FY 2010-11	
FY 2009-10	,
Detail of stocks held for finished Goods & number available for ex-stock delivery	
Technical facilities	
a) Quality control arrangements for routine and acceptance tests (May attach separate sheet).	
b) Details of plant/ testing machinery & facilities (May attach separate sheet).	
c) Details of personnel employed: Technical/skilled/others (May attach separate sheet).	
give names & address of places in Delhi where such facilities are available and indicate value/ extent of spare parts maintained and staff employed (for water dispensers) . 12 Numbers of Hot & cold dispensers will be supplied free of cost in the DST and 01 number of Hot & Cold dispenser will be supplied free of cost at	
Whether registered with DGS&D / NSIC / other Government organization? If so, furnish copy(ies) of such Registration	
Technical Requirements:- whether the manufacturer	
respect of Land, Plants (BIS Standards), Vehicle, Packaging, Jar Quality ((Polycarbonate, food grade material, should not be deformed during sterilization), Processing of water, Quality control & standards etc. as per Govt. instructions issued from time to time (GOI	
Whether Registered with Govt. Departments/ Ministries (other than DGS&D/ NSIC) for (a), (b) & (c)	sever - to the second
Whether the unit is SSI/ non-SSI? If SSI, furnish copy of permanent SSI Certificate.	
Name and address of the bankers including account details:	
	Stores for which registration is required. a. Brief Description b. Reference of IS Specification c. Model/ brand d. Size/ capacity/ rating e. Annual Production f. Annual Sales FY 2011-12 FY 2010-11 FY 2009-10 Detail of stocks held for finished Goods & number available for ex-stock delivery Technical facilities a) Quality control arrangements for routine and acceptance tests (May attach separate sheet). b) Details of plant/ testing machinery & facilities (May attach separate sheet). c) Details of personnel employed: Technical/ skilled/others (May attach separate sheet). If the products require after sales Service, give names & address of places in Delhi where such facilities are available and indicate value/ extent of spare parts maintained and staff employed (for water dispensers) . 12 Numbers of Hot & cold dispensers will be supplied free of cost in the DST and 01 number of Hot & Cold dispenser will be supplied free of cost at Hon'ble Minister's office (Agree/ Dis-agree). Whether registered with DGS&D / NSIC / other Government organization? If so, furnish copy(ies) of such Registration letters. Technical Requirements:- whether the manufacturer is fulfilling all the statutory Technical Requirements in respect of Land, Plants (BIS Standards), Vehicle, Packaging, Jar Quality ((Polycarbonate, food grade material, should not be deformed during sterilization), Processing of water, Quality control & standards etc. as per Govt. instructions issued from time to time (GOI & State Govt.) give an undertaking in this regard. Whether Registered with Govt. Departments/Ministries (other than DGS&D/ NSIC) for (a), (b) & (c) above (please specify) Whether the unit is SSI/ non-SSI? If SSI, furnish copy of permanent SSI Certificate.

-05-			
SI	Description	Information	
15	Additional information:		
	a) As the products are BIS marked. If so attach a copy of valid BIS license.		
	b) State if the firm have ISO 9000 Certification. If yes, attach copy of the same.		
16	Details of past supplies made for which registration has been sought in Proforma as Annexure-3		
17	Name and designation of the signatory of this application (enclose a copy of power of attorney where applicable)		

Notes:

- 1. All Annexure/ Enclosures/ documents, supporting the application should be authenticated under signatures of the applicant in ink with seal of the firm.
- 2. This form is to be accompanied by the statements/ declaration etc. as in Annexure & Form (as applicable). The applications with incomplete information/documents are liable to be rejected.
- 3. If the firm is seeking registration as an agent/ distributor of more than one manufacturer, separate application shall be submitted for each of the manufacturer.
- 4. For the registration of an firm as authorized agent/ distributor, the firm shall furnish agency agreement and the undertakings from the manufacturers as well as from their own side, as per the following details.

a) From the manufacturers

- That he will accept the responsibility for the satisfactory execution of orders placed on the authorized agents/distributors. In case of any default/ back out, the firm would arrange completion of supplies/ maintenance during contracted period.
- ii. That the price quoted by the authorized agents/distributors will not exceed that which the manufacturer would have quoted.
- iii. That the inspection request submitted by the Agents would be accompanied by a certificate from the manufacturer that the stores covered under the request have been manufactured by them and the stores offered and supplied would bear the trade mark of manufacturer and that he would stand by Guarantee/Warranty of the product.
- iv. <u>Technical Requirement:</u> The manufacturer should fulfill all the statutory Technical Requirements in respect of Land, Plants (BIS Standards), Vehicle, Packaging, Jar Quality ((Polycarbonate, food grade material, should not be deformed during sterilization), Processing, Quality control & standards etc. as per Govt. instructions issued from time to time (GOI & State Govt.) and should give an undertaking in this regard.

Notes to Technical Requirement

a) From the franchisee/ Authorized dealer/ Agent

- 1. The franchisee/ Authorized dealer/ Agent should submit the above mentioned undertaking on behalf of the manufacturer.
- 2. The franchisee/ Authorized dealer/ Agent should submit the certificate for the job from the original manufacturer.
- The franchisee/ Authorized dealer/ Agent should submit proof of address of his office/ godown (as applicable) alongwith the application.

Authorized signatory (ies) with seal

Date:-

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From the applicant

- i) That he will be responsible for all the contractual obligations including quality aspects, replacement o parts/ items and warranty/ guarantee obligations.
- ii) That he will be responsible for providing after-sale service where necessary.
- All Annexure/ Enclosures/ documents supporting the application should be authenticated under signatures of the applicant in ink with seal of the firm.
- 6. This form is to be accompanied by the statements/ declaration etc. is to be verified by DST and confirm after visiting manufacturing site/ godown etc. if desired. The applications with incomplete information/ documents are liable to be rejected.

Authorized signatory (ies) with seal

<u>Date</u>

Seclaration Regarding Conditions of Registrations

- 1. 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.
- 2. Requests for change in the name of a firm and/or their office address should be addressed to this Department enclosing the original registration certificate duly supported by documentary evidence.
- 3. In cases where stores are manufactured by a firm other than the supplier, the manufacturer has given a back up warranty for the stores supplied, it will be the responsibility of the supplier/manufacturer (both in case they are different) to ensure availability of spares for at least a period one year after the date of supply.
- 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 on expiry of registration or for seeking additional registration/change of specification.
- 6. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders, registered firms are to compete with other vendors invited by DST.
- 7. Whenever registered firms are required to produce copy of their registered certificate, copy of the original certificate complete with all the amendments including additions/deletions etc. is made their after shall be produced.
- 8. The Government/ DST 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.
- 1. Failure to abide by the conditions of registration as above and/or any of the other grounds as listed hereunder name of a registered firm is liable to be removed from the list approved suppliers of DST:
 - a) if they make a false declaration to DST or any other Central Government Deptt./agency;
 - b) if they are found to supply stores of inferior quality;
 - if they fail to execute a contract or fail to execute it satisfactorily/ do not adhere to delivery period specified in the contract.
 - d) on being declared bankrupt or insolvent;
 - if they fail to submit the required documents/information for review of registration where required.

Authorized signatory (ies) with seal

Date:-

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ECLARATION TO BE SIGNED BY THE VENDOR

I have gone through the conditions for grant of registration detailed in this Application. I fully understand the same and confirm that I agree to fully comply with the same. I fully understand that it is incumbent on my part to comply with the provisions of the all Indian laws/ acts/ statutes as applicable to our line of manufacture/ maintenance and other provisions like Income-tax/licensing and registration under BIS licence/ Factory Act registration and any other applicable Acts/ Laws/ statutory requirements including the requirements of environmental clearances etc. We have submitted an application for registration with DST after having complied with these/all other statutory requirements and onus for correctness and fulfillments of the same would be on us.

Authorized signatory (ies) with seal

Date:-

Cont'd....09/-

ANNEXURE-3

PERFORMANCE STATEMENT (FOR LAST 3 YEARS WITH GOVT./ MINISTRY/ DEPARTMENT)

- Name of the Purchaser (s)
- 2. P.O. No. & date
- 3. Brief description including AMC
- 4. Quantity of Stores
- 5. Value including AMC (If any)
- 6. Quantity supplied
- 7. Inspecting Authority
- Satisfactory completion letter of client/ purchaser, if any.

Authorized signatory (ies) with seal

Date:-