

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF  
VENDORS FOR SUPPLY OF “GOODS & SERVICES”**

**No.IIITMK/0519/2017**

**28/06/2017**

**NOTICE**

Indian Institute of Information Technology and Management - Kerala (IIITM-K) a Section 8 Company (previously Section 25) registered under the Companies Act, invites applications for Registration of Vendors for supplying products and / or to carry out Jobs / Works / Services from the interested firms/companies.

Registration Form can be downloaded from the Institute's web-site <http://www.iiitmk.ac.in/notifications/tenders>. All vendors shall fill in both Form I and Form II and submit the same along with Demand Draft of Rs.500/- + GST (Rupees Five hundred plus GST only) as non-refundable registration fee in favour of the Director, IIITM-K by registered post / speed post. Separate form and fee must be submitted for each category of item.

The last date for submission of application is 20 July 2017.at 3.00 PM. Application (s) received after last date and time of submission will be summarily rejected.

For further details please contact The Manager (F&A), IIITM-K at 0471-2700777 or E mail to [info@iiitmk.ac.in](mailto:info@iiitmk.ac.in)

Envelope must be super scribed "Expression of Interest for Empanelment of Vendors for supplying (Category).

Manager(F&A)

**List of Products/ Works / Services.**

1	Computers/Laptops/tablets/ printers /printer consumables
2	Water coolers/purifiers etc.
3	Office equipment (fax, copier etc.)
4	Furniture/Interiors
5	Electronic Equipments /Items
6	Audio visual equipment/cameras/ Surveillance and Access Control System
7	Car hire/transport
8	Communication cable/equipment/EPBAX
9	Courier
10	Electrical Equipments /Electrical appliances & accessories / light fittings and accessories
11	Fabrication works
12	Cleaning/Security services
13	Garden/Landscaping maintenance
14	Safety and Fire Fighting equipment's
15	Hard ware suppliers
16	Pest control
17	Petty civil works/plumbing works/electrical works
18	Pumps, pressure filters and accessories/servicing
19	chemicals
20	Stationery and office consumables
21	Softwares
22	Air conditioners
23	Furnishing items
24	Fridge / TV etc
25	Plumbing items
26	UPS/Batteries
27	Services

**FORM - I**

<b>A. General Information :</b>	
Name of the owner/proprietor *	
Permanent Address *	
Communication Address*	
Pin code*	
Land Phone*	
Mobile*	
Fax	
E-Mail*	
PAN No.*	
Central Sales Tax No.	
State Sales Tax No.	
PF Registration No.	
ESIC Registration No.	
Can you provide Income tax Clearance Certificate if asked for?*	Yes/No

I certify that the above information is correct

Place:

Name:

Date:

Signature

**(Form below need to be filled by the Existing Vendors only)**

<b>B. Other Details</b>		
1	Whether the applicant is already registered in this organisation?	Yes/ No
2	Whether the applicant has any sister concern registered in this organisation?	
	Name of the sister concern	Yes/ No
3	Whether the applicant is a partner / major shareholder of any firm registered in this organisation?	
	Name of the firm	Yes/ No
4	Whether the applicant has executed any works in the past for Technopark?	
	Location :	
	Category :	
	Work Oder/ Purchase Order No:	
	Value (in Lakhs)	
5	Whether the applicant has been blacklisted or removed or de-registered from the approved list or demoted to a lower class by any organisation in the past?	Yes/ No
	Name of organisation :	
	Date of Blacklisting :	
6	Whether the applicant has gone for Arbitration/Litigation for any of the past works with any organisation?	Yes/ No
	Name of Organisation :	
	Work :	
	Nature or Arbitration :	

I certify that the above information is correct.

Signature of the authorized person

Name :

Place :

Date :

**FORM-II****Vendor Data Form For Registration**

Sno	Description	
1	Registered Name of the Firm	
2	Legal Status of the firm - Proprietor / Partnership / Public / Private	
3	Year of Establishment Registration date Registration No: 1) Under Companies Act 2) Small Scale Industries Act 3) D.G.T.D.	
4	HO / Registered Office - Contact Person Address - Phone No. (office) - Phone No. (Residence) - Mobile No. - Fax No. - E Mail Address of the Factory. Please give location wise- details, if more than one. (Location 1, Location 2, Location 3, Contact Person, Phone Number, Fax ,Number E Mail, etc)	
5	Year of Commencement of Production	
6	Capital Investment	
7	Details of Past Performance: Annual Turnover	
8	Financial Position Name of Bankers : BG Limit : Proposed Funds & source	
9	Income tax Details [Attach sheet if required] PAN No. : Last Assessment Order : Year:	
10	Sales Tax Registration Details 1. S T No. 2. CST No. : 3. VAT No. :	
11	Have you received any quality system certification and Awards etc.?	
	Quality Policy / System, if any (ISO or similar) Yes / No (If yes, please attach the certificate copy)	
12	No. of Persons Employed:	
	Associate Companies/ Units [Attach sheet if required]	
13	Name Address Contact Person Telephone No. Fax No E Mail .:	

14	Are you supplying your products and / or services to any other PSUs and Govt. Departments etc.? Yes/No	
	(If Yes, Please mention the following)	
	1) Details of Current Contract:	
	2) Total Quantity:	
	3) Value of latest contract:	
	4) Period of Contract	
15	5) Vendor ratings for past 3 years (enclose copies)	
	Please specify the Licenses applicable / obtained for your unit (copies to be enclosed)	
16	Please provide references of at least three customers served by you. (Attach additional sheets if required)	
	Name :	
	Address:	
	Contact Person :	
	Telephone No:	
	Fax No. :	
	E Mail:	
17	Approximate billing range & Year from which the customer is being serviced :	
	Details of the products / services / facilities available at your firm /Company. (Please attach separate list if necessary)	

I certify that the above information is correct.

Signature of the authorized person

Name :

Place :

Date :