

Registered party list

S.N.	Item categories	Applicants for vendor registration
1	Binding	(I) M/s Sharma & Co., Jodhpur (II) M/s Arora Distributors, Jodhpur
2	Stationeries	(I) M/s Hebert Trading Company, Jodhpur (II) M/s Shanta Printers & Stationeries, Jodhpur (III) M/s Jodhpur Suppliers, Jodhpur (IV) M/s Arora Distributors, Jodhpur (V) M/s Sajjan Traders, Jodhpur (VI) M/s Shree Jee Traders, Jodhpur
3	Printers	(I) M/s Shanta Printers & Stationeries, Jodhpur (II) M/s Arora Distributors, Jodhpur (III) M/s Gaur Printers, Jodhpur
4	Electrical Work	(I) M/s Murti Labour Services, Jodhpur (II) M/s Arora Distributors, Jodhpur (III) M/s Laxmi Electric & Rewinding, Jodhpur
5	Electrical items	(I) M/s Arora Distributors, Jodhpur
6	Furniture items	(I) M/s Arihant Agencies, Jodhpur (II) M/s Amardeep Designs, New Delhi
7	Laboratory items	(I) M/s Arvind & Co., Jodhpur (II) M/s Mangal Agencies, Jodhpur
8	Sports items	(I) M/s Sharma & Co., Jodhpur (II) M/s Sajjan Traders, Jodhpur
9	School uniforms	(I) M/s Sharma & Co., Jodhpur

Note: Parties offering above product / services may apply for vendor registration with our company.

Notice inviting application and proforma to apply for vendor registration is as below.

PHONE 0291-2544475
FAX NO. 0291-2544523
Email: fagmil@rediffmail.com
Website: <http://www.fagmil.nic.in>

FCI ARAVALI GYPSUM & MINERALS INDIA LIMITED
(A Govt. of India Undertaking)
PAOTA `B' ROAD JODHPUR 342 010 (RAJ).

APPLICATION NOTICE NO. FAGMIL-5(IE)48/VENDOR

Sealed applications for vendor registration superscribing application notice no. and due date, is invited from the interested, bonafide, resourceful reputed parties for supply of items as per enclosed Annexure-I.

Applications in prescribed Proforma along with details of terms and conditions, etc. can be downloaded from our website www.fagmil.nic.in. A DD for Rs 500/- should be submitted along-with the tenders in form of DD drawn in favour of FCI Aravali Gypsum & Minerals India Ltd. payable at Jodhpur on any Nationalized Bank as registration fee which is non refundable.

Separate application form is require to be submitted along-with registration fee if any party is offering more than one product / services as listed in Annexure-I

Application forms can be downloaded from our website www.fagmil.nic.in. FAGMIL reserves the right to accept/reject or cancel in full or any part thereof of the applicant or all the applicants without assigning any reason & shall bear no liability whatsoever consequent upon such a decision.

Yours truly,

(R. Senthil Kumar)
Dy. General Manager (Tech)

Annexure-I

S. N.	Vendors	Particulars
1	Computer & Accessories	Computers and its various accessories such as printer, cartridge, UPS etc
2	Annual Maintenance for EPBX	Repair & Maintenance of telephone exchange & internal telephone
3	Binding	Binding of official documents at our office premises
4	Stationeries	Supply of following items: <ul style="list-style-type: none">• Papers (A-4, A-3 size)• Computer paper (With & without carbon)• Other items for office usage.
5	Printers	Supply of following items: <ul style="list-style-type: none">• Letter heads / D.O. letters• Note sheets, file cover, various size envelopes etc• Printing of various forms (leave / medical) and other items for office usage.
6	Electrical Work	Annual maintenance contract for electrical fittings at Jodhpur office
7	Electrical items	Supply of various electrical items for electrical fittings, ceiling fans, water coolers, water purifiers with R.O.
8	Furniture items	Supply of various furniture items for usage in schools, for e.g. tables, stools, benches & almirahs etc.
9	Laboratory items	Supply of various laboratory items for usage in schools, for e.g. physics, chemistry & biology laboratories etc.
10	Sports items	Supply of various sports items for usage in schools for various games.
11	School uniforms	Supply of school uniforms for usage of school students.
NSIC registered vendors for any of above items/services should also apply with copy of valid certificate.		

SSI units registered with NSIC and/or others will be exempted from registration fees.

INSTRUCTION TO APPLICANTS FOR VENDOR REGISTRATION

(1) Applicants are required to submit sealed envelopes superscribed as below:

- NAME & ADDRESS OF THE BIDDER _____

(2) **Applications** will be opened as decided by the company.

(3) Tenderer must return the documents containing detailed Terms & Conditions duly signed on each page in token of their unconditional acceptance along-with their tender failing which their tender will not be considered.

(4) **Scope of Work:** The procurement will be made on as and when required basis, generally on yearly basis. The supply should be strictly completed as per schedule given in purchase / work order.

(5) Bids will be called from registered parties for said items requirement and order will be placed on L-1 party as per laid down procedure and guidelines therein.

(6) Bids determined to be responsive will be checked by the Company for any arithmetic errors. Errors will be corrected by Company as under:

Where there is a discrepancy between the rates in figures & in words the rates in words will govern; and where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by quantity the unit rate as quoted will govern.

(7) If the party unable to deliver the material within the prescribed time, the management reserve the right to procure the same from any other source / open market without any intimation to the party.

(8) Period of contract will prescribed in purchase / work order and if necessary extended for further period, if considered necessary by the management.

(9) **Payment Terms:** Payment shall be released against invoice within 15 working days after receipt & acceptance of supply / completion of work.

(10) **COMPENSATION FOR DELAYED COMPLETION:**

In the event of the supplier fails to deliver the supply/services within the scheduled period or the supply is rejected, the Company shall be entitled at its option either:

- a) to recover from the supplier as agreed compensation @ 1% of the value of order, for each week or part thereof subject to a maximum of 10% of value of order.
- b) to purchase the supply items or get the work executed from elsewhere, without notice to supplier at his risk and cost for full or undelivered part, as the case may be.

OR

c) to cancel the contract

In case of clause b&c mentioned as above company will be empowered to purchase the undelivered items or get the work executed to meet its requirements, irrespective of the fact whether they are similar or not.

SIGNATURE OF TENDERER

Contd...2

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(11) DECLARATION OF APPLICANTS RELATION WITH THE EMPLOYEES OF FCI ARAVALI GYPSUM & MINERALS INDIA LTD.: Should a applicant have relation or relations or in case of firm or company, one or more of its share holders employed in FCI Aravali Gypsum & Minerals India Ltd, the authority inviting applications shall be informed of the fact at the time of submission of the application failing which FAGMIL may in its sole discretion reject the application and purchase / work order at any later stage also.

Check list/Documents to be attached with application for vendor registration

Applicant should submit with the following self attested copies of following documents:

- (I) Seal & sign of application notice documents as token of acceptance along- with filled copy Proforma.**
- (II) Registration Certificate & Partnership Deed, if any**
- (III) PAN Card No.**
- (IV) Sales Tax Registration Certificate**
- (V) Authorised / Dealership Certificate**
- (VI) Details of annual financial turnover**
- (VII) Client List (with contact details) where the supplies have been made**
- (VIII) DD of Rs 500 against application fee**
- (IX) NSIC certificate, if applicable**

SIGNATURE OF TENDERER

**TERMS AND CONDITIONS OF THE APPLICATION NOTICE NO.
FAGMIL-5(IE)48/VENDOR**

01.1 **Application Document:** Tender is to be submitted in a sealed cover super scribed Application Notice No. **FAGMIL-5(IE)48/VENDOR** with date & time of opening addressed to General Manager, FCI Aravali Gypsum & Minerals India Ltd., Paota `B' Road, Jodhpur on or before the due date of opening as stated in the Application Notice.

01.2 The tenderer should quote the rate in ink (or neatly type written) both in figures and words for each item. He should clearly mention amount against each item. Cutting or over- writing of any kind in the tender may render the tender liable for outright rejection if these are not initialed by the tenderer.

01.3 **FAGMIL NOT TO ASSIGN ANY REASON FOR REJECTION OF TENDER:** The acceptance of tender will rest with FAGMIL which does not bind itself to accept the lowest tender and reserves the right (i) to reject any or all tenders or (ii) to split up the work among two or more supplier (iii) to accept the work in part, if considered expedient, without assigning any reason and shall bear no liability whatsoever, consequent upon such a decision.

01.4 **TENDERER BOUND BY HIS QUOTATION/TENDER:** The rates quoted in the tender will be valid for three months from the date of opening of the price bid.

01.5 **TENDER LIABLE FOR REJECTION:** The following tenders will be Liable to summarily rejection.

- a) Tenders submitted by tenderer who resort to canvassing.
- b) Tenders, which do not fulfill all or any of the conditions, laid down in the tender documents or are incomplete in any respect.
- c) Tenders, which contain uncalled remarks or any alternatives/additional conditions.

01.6 **Opening of Tender:** Tenders will be opened in the office of the General Manager, FCI Aravali Gypsum & Minerals India Limited, Jodhpur at the time and on date as per Tender Notice in the presence of tenderer or their authorized representative who wish to be present.

01.7 The successful tenderer will be issued purchase / work order signed by the General Manager or by any officer authorized person on his behalf. A copy of it duly accepted and signed by the successful tenderer / supplier on each page will be returned within 7 (Seven) days of the issue of purchase / work order to General Manager for record in token of their acceptance. If we do not receive the same with in the period it will be presumed that the same is accepted by successful tenderer.

01.8 The provisions contained in tender papers and other documents exchanged between the tenderer and FCI Aravali Gypsum & Minerals India Ltd., Jodhpur shall form part of the work order.

SIGNATURE OF TENDERER

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01.9 The job of supply / work will be for a specified period. However, period can be enhanced / curtailed if required, for which the supplier shall not claim any compensation.

01.10 The job of supply will be for a specified quantity. However quantity can be enhanced /curtailed upto 25% (if required) at same rate, for which the supplier shall not claim any compensation.

01.11 The terms and conditions along with special terms and conditions if any issued with the tender form shall have to be attached with the tender duly signed by the tenderer on each page.

01.12 Conditional tenders will not be accepted. The successful tenderer has to do the supply/work on our terms and conditions.

01.13 The Tenderer should give full and complete address with telephone/fax No. / Mobile No., if any, in the tender form, i.e. address on which correspondence is to be done.

01.14 The tenderer should quote the rates exactly as per format given in "Price-bid" only.

01.15 However, every bidder has the right to question bidding conditions, bidding process and/or rejection of its bids.

01.16 The reasons for rejecting a tender or non-issuance a tender document to a prospective bidder would be disclosed suitably where enquiries are made.

01.17 Preference would be given to units registered under single point registration scheme of National Small Industries Corporation (NSIC) subjected to submission of valid certificated issued by NSIC.

1. Exemption of Tender fees
2. Exemption from payment of Earnest Money Deposit (EMD)
3. In tender participating Micro & Small Enterprises (MSEs) quoting price within price band of L1+15% shall also be allowed to supply a portion upto 20% of requirement by bringing down their price to L1 price where L1 is non MSEs.
4. Waiver of Security Deposit may be granted to the Small Scale Industries registered with NSIC, for the purchase order value upto the monetary limit for which the SSI is registered with NSIC for the business.

01.18 Dispute if any will be subject to the jurisdiction of Jodhpur Courts of Rajasthan State only.

SIGNATURE OF THE TENDERER

PROFORMA TO BE FILLED BY PROSPECTIVE VENDOR

1. Name of Party :
2. Whether Manufacturer/Dealer/Whole seller/Retailer:
3. Address of Registered Office:
Telephone :
Fax :
e-mail :
4. Date of establishment of Firm:
(Self attested copy of Registration Certificate to be attached)
a) Date of establishment :
b) Regn. No. :
c) Valid up to :
5. Type of Firm :
Whether Proprietorship/ :
Partnership/Public Limited
Pvt. Ltd.
Large Scale/Medium Scale/ :
Small Scale
6. Name & Address of :
Proprietor/Partner/Director :
Tel No. & Fax No. Office/ :
Mob. No. :
7. Self attested copies of following documents to be enclosed:
i) Sales Tax Registration Certificate:
ii) PAN Card
iii) Authorization / Dealership Certificate, if applicable
iv) NSIC Certificate, if applicable
8. Have your firm been ever delisted / Blacklisted by and P.S.U./Co-operative/reputed
Private Sector Fertilizer Organization.
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9. List of products / services which party can offer (Company's product catalog can be
attached)
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10. Name, Address & contact details (Company Name, Designation, Department, Tel. No., Fax. No., Mob. No., e-mail id) of two persons of responsible status of a Govt./ Govt. Undertaking / Local Body / reputed private organization to whom reference can be made regarding firm's experience performance.

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11. Information regarding Experience Company Profile consisting of client list, performance certificate/purchase orders from the clients where the supplies have been made including PSU/Govt. Organisation if any. (Self attested copy of proof to be enclosed)

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12. Financial Turnover of past three financial years. (Self attested copy of proof to be enclosed)

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13. Any other relevant information:

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NOTE: Furnishing of false/incomplete information with the application would lead to disqualification.

Date:

Place:

Prop. Partner/Director/Mg. Director
(Signature with Rubber Stamp)

FAGMIL reserves the right to verify the information submitted by the party in their Vendor registration application before registering as vendor.