



HARISH-CHANDRA RESEARCH INSTITUTE

(Department of Atomic Energy, Government of India)

Chhatnag Road, Jhunsi, Allahabad-211 019

Phone: 0532-2274382

e-mail: registrar@hri.res.in

Vendor Registration Form Serial No.

File No. HRI/SPO/Vendor Regn/37

Date of Receipt.....

APPLICATION FOR VENDOR REGISTRATION

(NON- TRANSFERABLE)

Registration / Empanelment of Vendors:- The Harish Chandra Research Institute, Department of Atomic Energy, Government of India, Allahabad (UP) intends to register/empanel the firms / companies who are in the business of manufacturing, stocking and/or marketing of goods of specified categories.

The main object of registration of firms/agencies as approved vendors is to have a broad based panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed for the Institute purchases.

Who will apply to be elaborated (As per Annexure – B)

Eligibility & categories for Registration/ Empanelment:- All firms / agencies, who are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

The firms registered with Harish-Chandra Research Institute will enjoy the following benefits:-

- Tender enquiries against demands which are not advertised, are sent to the registered firms.
- In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the Tender sets.
- Rate Contracts and Running Contracts are generally awarded to registered firms.
- Earnest Money Deposit (EMD) etc which are normally insisted upon from unregistered firms are waived partly or fully in the case of registered firms who responded to the tender enquiries and secure orders. While asking for financial offer, Performance Security may be asked on case to case basis.

Empanelment / Registration Procedure:- The Procedures are appended below for vendor registration with The Harish Chandra Research Institute, Allahabad :-

- The applicant should clearly read all the pages of the document.
- Correct / relevant information / data have to be furnished by the vendors.
- The applicant should make sure before applying for a particular type of Category, that the vendor/firm has the required eligibility criteria & experience for that category of work / item.
- Service providers / suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of "Harish-Chandra Research Institute", payable at Allahabad (UP). The cost of application forms and processing fees to be remitted along with the forms, shall be as **Rs. 500/-**.

(e) Service providers / suppliers shall have to fill and submit the registration form along with required documents and fees to “ The Registrar Harish Chandra Research Institute, Department of Atomic Energy, Chhatnag Road, Jhunsi, Allahabad -211019

(f) Applications incomplete in any respect, viz non-submission of any required document or information, or fee in requisite amount are liable for rejection.

(g) The sealed envelope containing the registration form, documents & fee should be clearly superscribed on the top of the envelope as “APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT FOR THE CATEGORY CODE ”

(h) The following essential documents (whichever is applicable) should accompany with the registration form:

- (i) CST / VAT / TIN No.
- (ii) Trade License; Factory License.
- (iii) Income tax Permanent Account No.
- (iv) Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- (v) Registration Certificates with DGS&D/NCCF if any.
- (vi) Current dealership agreement from Principal along with SSI/NSIC certificate.
- (vii) Annual Turnover Certificate for last 3 years.
- (h) Bank Details such as Beneficiary details (For RTGS Transfer), Name of Bank, Branch, IFS Code, Beneficiary's Account No, Beneficiary's Account Type and Beneficiary's Name.
- (j) Relevant ISO certificate.
- (k) A notarized certificate that the vendor 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.

(j) On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the Harish-Chandra Research Institute after Scrutiny.

(k) The firm will be considered for registration/ Empanelment for an initial period of one year and their registration will be considered for renewal as per HRI procedure, for two years or so, at a time subject to satisfactory performance of the firm during initial registration period..

(l) After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details:

- (i) Registration No.
- (ii) Vendor Trade Group/ Category No. along with description.

IMPORTANT INSTRUCTIONS TO APPLICANT

1. This form should be signed by Proprietor in case of proprietorship firm, by all partners in case of partnership firm and by the Managing Director or any of the Directors duly authorized in case of Limited Companies on all pages along with companies seal. In case the application has been signed by a person holding power of attorney on behalf of an authorised signatory (Proprietor / Partners / Directors) a copy of the power of attorney duly attested by the Notary Public / 1st class Magistrate should be furnished alongwith the application.
2. Incomplete forms or forms received without the required enclosures shall be rejected.
3. Enlistment of any firm is done entirely at the discretion of HRI, Allahabad and HRI reserves the right to reject any application without assigning any reason.
4. New registration form should be sent to us along with Demand Draft of Rs. 500/- (Rupees Five Hundred only) favouring Harish-Chandra Research Institute payable at Allahabad to enable us process this application. Forms without DD of appropriate amount will not be considered for registration.
5. Answers to questions should be definite, complete and legible.
6. The application form duly filled in all respect together with all enclosures must be submitted within 90 days from the date of issue, failing which the case may be treated as closed.
7. The registered vendors will be communicated directly by HRI after scrutiny of their applications. All such vendors will be allotted a unique Vendor Registration Number which should be invariably quoted in all their future correspondences.
8. Registration will be for a period of one year and further extendable from the date of enlistment subject to Rule 9 below. It is the responsibility of the Contractor to apply for renewal well in advance of time before the expiry date. Application for renewal should be submitted in the usual form.
9. Registration and business dealings may be cancelled, without prior intimation, due to any of the following reasons:-
 - (a) Non-fulfillment of contractual obligations.
 - (b) Failure to abide by terms and conditions under which the registration has been given.
 - (c) Making of false declaration to HRI or any other Government/ Semi Government/ autonomous agency.
 - (d) Supply of inferior quality/ spurious stores.
 - (e) Failure to submit the required documents/ information to review of registration where required.
 - (f) Failure to respond to tender enquires (NIQ / NIT (Limited) etc) send to the vendor by HRI.
 - (g) Any ground which, in the opinion of the Harish-Chandra Research Institute, retention of the Registration is considered undesirable in the public interest.

10. Wherever the space provided for answers is insufficient, details should be given neatly typed in separate plain sheet giving reference to the corresponding question No.

11. APPLICATION WILL NOT BE ENTERTAINED UNLESS the applicant agrees to abide by the 'GENERAL TERMS & CONDITIONS FOR THE REGISTRATION AND TENDER' governing Supplies against contracts placed by the Harish-Chandra Research Institute, Chhatnag Road, Jhansi, Allahabad-211 019 (India).

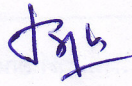
12. Declaration on page -8 should be signed by all partners/ competent authority.

13. Benefit of becoming Registered Vendor: - Based on requirements, HRI shall send through courier/ post enquiries/ Limited Tenders related to items registered by Registered Vendors. Interested Registered Vendors may respond to such enquiries for participation in the Tenders.


14. Annexure to this document: -

- a) Annexure A: Application for Vendor Registration
- b) Annexure B: List of Category of items for which Registration is sought.
- c) Annexure C: General Terms & Conditions of Registration
- d) Annexure D: General Terms & Conditions of Tenders

15. Total Number of pages including important instructions to applicants - 16 (sixteen) only



(Ravindra Singh)
Registrar





HARISH-CHANDRA RESEARCH INSTITUTE

(Department of Atomic Energy, Government of India)

Chhatnag Road, Jhunsi, Allahabad-211 019

Phone: 0532-2274382

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Vendor Registration Form Serial No.

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APPLICATION FOR VENDOR REGISTRATION

(NON- TRANSFERABLE)

1. Name of the Firm

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2. Postal Address with Telephone, mobile, Fax Nos and e-mail I.D.

(a) Head Office	Address:	STD Code.....Telephone No. Mobile No..... Fax No..... Email ID..... Company website.....
(b) Branches	Address:	STD Code.....Telephone No. Mobile No..... Fax No..... Email ID..... Company website.....

(c) Factory/Factories	Address:	STD Code.....Telephone No. Mobile No..... Fax No..... Email ID..... Company website.....
(d) Godown/s	Address:	STD Code.....Telephone No. Mobile No..... Fax No..... Email ID..... Company website.....
(e) Showroom/s	Address:	STD Code.....Telephone No. Mobile No..... Fax No..... Email ID..... Company website.....

3. Are you registered under any one of the following? If so, attach attested copy of registration / certificate / partnership deed / extract from Registrar of firms / certificate of incorporation along with articles of association and memorandum / ownership documents etc as the case may be.

- a) The Indian Companies Act, 1913.
- b) The Indian Partnership Act, 1932.
- c) Any Act if not who are the Owners (please give full names & addresses)
- d) Indian Factories Act.
- e) The Industries (Development and Regulations) Act 1951

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4. Details of category of items for which Registration is sought. (Please Select from Annexure-B; Use separate category wise sheets for each category code: Maximum five categories per form)

Category Code	Item (s) Detail

5. Are you a manufacturer, Agent or Stockist.

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6. If manufacturer, please state (for (I), (II) & (III) (IV) below). If you own more than one factory, please give separate details for each unit enumerated at question 2 (c) above.

I.	Floor area of Factory/ies, in square meters	
II.	Plant & Machinery installed (please give a complete list separately)	
III.	No. Of workers employed.	
IV.	Whether you are a Small Scale Industrial Unit registered with the NSIC	If yes, please attach an attested Copy of the Certificate.
V.	Sources of raw materials (whether indigenous or imported) if imported, whether you hold a licence and if so to what extent.	

7. If agents, please state:

I.	Whether you are sole Distributor or Regional Agent. State territories held and attach a copy of the Agency Agreement/appointment issued by your principals and shop/ establishment certificate.	
II.	Whether you are usually holding ample stock of the items for which Registration is sought.	
III.	Whether you have adequate facilities for after sales Service, give details.	

8. If stockist, please state:

I.	Whether you always hold adequate stock of the items for which registration is sought	
II.	Approximate stock-in-trade value of items for which Registration is sought, in Rupees.	
III.	Whether you have adequate facilities for after sales Service, give details.	
IV.	Please submit attested copy of shop/ establishment certificate along with attested copy of agency/ distribution copy agreement	

9. Name and address of your Bankers stating name in which account stands. (A valid bankers Certificate is to be submitted along with this application)

Name and address of your Bankers	
Name in which account stands	

10. Statutory Registration (attested copies to be enclosed)

C.S.T. No.	Local S.T./ TIN No. (Your state S.T./ VAT Registration No.)	Excise Regn. No.	Trade License No.	Service Tax Registration No. (wherever applicable)

11. Are you on the list of approved contractors of DGS&D or any other Govt/semi Gov. Deptt. or large Public Sector Industrial Unit. If so, give name and address. Registration No. and date and state whether you are registered for the items for which registration is sought. (Attested copies of Registration Certificate should be enclosed).

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12. Are you already doing business with HRI? If so for what items.

13. Permanent Account Number (attested copy to be enclosed)

14. Whether you are prepared to furnish any Security Deposit if and when called for?

15. A certified copy of Profit & Loss Account and Balance Sheet for the last Three years is to be submitted necessary along with the application.

Signature _____

Name: _____

Rubber stamp _____

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DECLARATION BY THE VENDOR

(This should be signed by all the partners in case of partnership firms, proprietor in case proprietary concerns and Managing Director/Director any one holding appropriate power of attorney in case of Limited Companies).

We/I, the undersigned do hereby solemnly declare that the entries made in this Application Form are true to the best of Our/My knowledge and belief and also that we shall be bound by the acts of our duly constituted attorney Shri _____ who has signed this Application Form and of any other person who in future shall be appointed by us in his place to carry on business of the concern whether an intimation of such changes given to the Director, Harish-Chandra Research Institute, Chhatnag Road, Jhunsi, Allahabad-211019 (India) or not.

We do hereby confirm that we have read and understood the general conditions of all contracts and special conditions of contracts governing supplies against contracts placed by the Director, Harish-Chandra Research Institute, Chhatnag Road, Jhunsi, Allahabad-211019 (India), contained in Annexure –C to this application and shall abide by the same in all respects.

We also undertake to communicate promptly to the Director, Harish-Chandra Research Institute, Allahabad all subsequent changes in the conditions or working of the firm, affecting the accuracy of the answer now given:-

Sl. No.	Name	Position(Whether Proprietor, Partner or Share Holder	Signature by all the Partners/ Competent Authority/Proprietor
	(1)	(2)	(3)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



HARISH-CHANDRA RESEARCH INSTITUTE

(Department of Atomic Energy, Government of India)
Chhatnag Road, Jhunsi, Allahabad-211 019

CATEGORY WISE REGISTRATION SHEET

Category code _____

Serial No. _____

Enclosure to Vender Registration form Serial No. _____ for Registration from M/s. _____
_____ to the Director, Harish-Chandra Research
Institute, Chhatnag Road, Jhunsi, Allahabad-211019 (Separate application in this Form should be submitted for each
Category of items indicated in the annexure "B": **MAXIMUM FIVE CATEGORIES PER REGISTRATION FORM**)

Brief description of materials for which registration is sought.	Whether you are Manufacturer, Agent or Stockist, if agent, give Manufacturer's Territory represented.	If agent, name and address

Note: THIS FORM IS TO BE USED FOR REGISTRATION OF ONE CATEGORY ONLY. (USE PHOTOCOPY OF THIS FORM FOR EACH ADDITIONAL CATEGORY (MAXIMUM FIVE CATEGORIES PER APPLICATION FORM))

Signature _____

Name: _____

(Rubber stamp)

ANNEXURE-B

<u>CATEGORY CODE</u>	<u>DESCRIPTION</u>	<u>ITEMS</u>
01	COMPUTER HARDWARE	Personal Computer, Laptop, Notebook, Net book, Tablet PC, Palmtop, Server etc.
02	COMPUTER PERIPHERALS	Printers, Scanners, Plotters, UPS and peripherals etc.
03	COMPUTER NETWORKING	Network Components and peripherals
04	SOFTWARE	Operating System, System Software, General Software, Application software development etc.
05	AIR CONDITIONERS & REFRIGERATION	AIR CONDITIONERS, REFRIGERATORS, DEEP-FREEZERS, WATER-COOLERS, ICE-MAKING MACHINE ETC
06	SERVICING & SPARE PARTS	SERVICING AND SPARE PARTS OF VARIOUS ELECTRICAL/ ELECTRONIC/ OTHER EQUIPMENT
07	CIVIL MAINTENANCE EQUIPMENT / ITEMS	SANITARY-WARE SUCH AS WASH BASINS, SINKS, ETC. GENERAL HARDWARE SUCH AS NUTS & BOLTS, SCREWS, DOOR-FITTING ETC.
08	COMMUNICATION EQPT	TELEPHONES/ MOBILES, FAX MACHINES ETC
09	FURNITURE	ALL TYPES OF STEEL/ WOODEN/ CONCRETE/MOLDED FURNITURE ETC. OFFICE FURNITURE LIKE TABLES, CHAIRS, FILING CABINETS, CUPBOARDS ETC.
10	WATER TREATMENT CHEMICALS	FOR TREATMENT OF DRINKING WATER, WATER FOR GENERAL USE, SWIMMING POOL ETC.
11	CROCKERY	ALL CROCKERY ITEMS
12	ELECTRICAL FITTINGS & APPLIANCES	ALL ELECTRICAL FITTINGS AND ACCESSORIES SUCH AS SWITCHES, PLUGS, ADAPTORS ETC. LAMPS AND LAMP-FITTINGS, ALL TYPES OF CABLE WIRES INSULATING MATERIALS, BAKELITE/PRESPEX/EBONITE SHEETS AND RODS ETC. CONDUIT PIPES AND FITTINGS, ALL CEILING PEDESTAL AND TABLE FANS, ELECTRICAL APPLIANCES SUCH AS HOT-PLATES, HEATING ELEMENTS ETC. ALL ELECTRICAL EQUIPMENTS SUCH AS SWITCH-GEARS, TRANSFORMERS, INCLUDING STEP-UP AND STEP-DOWN TRANSFORMERS, OIL

		CIRCUIT BREAKERS, ALL MOTORS INCLUDING FRACTIONAL HORSE-POWER MOTORS, REDUCTION GEARS, EXHAUST FANS AND BLOWERS, GEYSERS, UPS (ONLINE/OFFLINE, MIXER GRINDERS, OTHER ELECTRICAL APPLIANCES.
13	TOOLS	PAINTING BRUSHES, WORK SHOP TOOLS, CARPENTERS/SMITHS TOOLS, PRECISION TOOLS, ELECTRIC HAND TOOLS, AGRICULTURAL/GARDEN IMPLEMENTS,
14	UTENSILS	FOR USE IN PANTRY/ KITCHEN INCLUDING COOKERS, VACUUM FLASKS ,KNIVES, SPOONS, FORKS ETC
15	OFFICE STATIONERY	FILE COVERS, PEN, PENCIL, XEROX PAPER, SPIRAL PADS, ETC
16	TOILETRIES & CLEANING MATERIALS	SOAPS/, DUSTERS, MOSQUITO REPELLENT MACHINES, MATS, LIQUIDS, CREAM ETC CLEANING POWDER, SOAP, DETERGENTS ETC, ACIDS FOR TOILET CLEANING, BROOMS ETC
17	RATION COMMODITIES	RICE, ATTA, MAIDA, CONDIMENTS, BISCUITS, BEVERAGES, PACKED & FRESH VEGETABLES, MILK, BREAD BOTTLED ITEMS FOR PANTRY, ETC.
18	SAFETY & SECURITY ITEMS	ITEMS RELATED TO SAFETY AND SECURITY, FIRE FIGHTING EQUIPMENT
19	DG SETS	DG SET SPARES
20	FURNISHING ITEMS	BLINDS, CURTAINS, BED SHEETS, TOWELS
21	TONERS/ CATRIDGES	TONERS/ CATRIDGES FOR PRINTERS/ PHOTO COPIER/ FAX MACHINES
22	PRINTING	SCREEN/ OFFSET/ GENERAL PRINTING WORKS
23	TEXTILES INCLUDING MAKING OF UNIFORMS ETC	SUMMER/ WINTER UNIFORM CLOTHES/ STITCHING OF UNIFORMS ETC

Note: HRI reserves all the rights to modify or add any or all the categories as per the requirement of the Institute from time to time.

General Conditions of Registrations

1. Registered firms are to abide by the General Conditions of contracts contained in Harish-Chandra Research Institute tenders from time to time. General Terms and Conditions of Tenders is annexed as Annexure 'B'.
2. It is obligatory on the part of the registered firms to furnish performance statement in format prescribed in the Application Form every year indicating all orders placed on them.
3. 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.
4. Registered firms are required to furnish all the documents having specific validity period like BIS license, lease agreement, agreement with the principal/manufacturers to registering authority as and when they become due . Separate application shall be made for each such unit, where a firms has more than one manufacture ring units. Requests for change in the name of a firm and/or their office address should be addressed to the Registration Office/Centre who granted the original registration enclosing the original registration certificate and duly supported by documentary evidence. In the event of any change in the constitution of the firm or in the location of their manufacturing works, the registration with Harish-Chandra Research Institute shall lapse. The firm should surrender the original registration certificate in such cases and apply for registration afresh.
5. In cases where stores are manufactured by a firm other than the supplier, the manufacturer has given a backup 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 7 years after the date of supply.
6. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
7. Fresh application will prescribed free shall be required to be made after expiry of previous registration or for seeking additional registration/change of specification.
8. Harish-Chandra Research Institute registration is one of the requirement for the suppliers to participate in Harish-Chandra Research Institute tenders. The tenders may stipulate other requirements/eligibility criteria which are also required to be complied with.
9. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders, registered firms are to quote their registration number, along with clear statement that the tendered is registered for that particular store with Harish-Chandra Research Institute.
10. In all future correspondence with the Registration Branch/Registering Authority of Harish-Chandra Research Institute, approved vendors are always required to quote the Registration No. given at the top of the registration letter.
11. 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.

12. Harish-Chandra Research Institute 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.

13. Failure to abide by the conditions of registration as above and/or any of the other grounds, name of a registered firm is liable to be removed from the list approved suppliers of Harish-Chandra Research Institute.

GENERAL TERMS & CONDITIONS OF THE TENDERS (NIQ / RFQ/RFP)

1. **Last date and time for depositing the Bids:-** Time Date

The sealed Bids should be deposited/reach by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids:-** Sealed Bids should be either dropped in the Tender Box marked as **Registrar Harish Chandra Research Institute** or sent by registered post at the address given below so as to reach by the due date and time. Late / Delayed tenders will not be considered. No responsibility will be taken for postal delay or non-delivery / non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered. Please superscribe the above mentioned Title, NIT number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

Address: Registrar, Harish Chandra Research Institute
Deptt of Atomic Energy, Government of India
Chhatnag Road, Jhunsi, Allahabad-211019

3. **Time and date for opening of Bids:-** Time Date

(If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer).

4. **Location of the Tender Box:-**

Harish Chandra Research Institute Room No 106 Chhatnag Road Jhunsi, Allahabad (UP)

Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. **Place of opening of the Bids:-**

Conference Hall or any other place of Harish Chandra Research Institute. Place will be intimated by the Reception staff of the institute. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. Rates and important commercial/technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. This event will not be postponed due to non-presence of your representative.

6. **Forwarding of Bids:-** Bids should be forwarded by Bidders under their original memo / letter pad inter alia furnishing details like TIN number, VAT/CST number, etc and complete postal & e-mail address of their office.

7. **Clarification regarding contents of the NIT:-** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer in writing about the clarifications sought not later than 14 (fourteen) days prior to the date of opening of the Bids. Copies of the query and clarification by the purchaser will be sent to all prospective bidders who have received the bidding documents.

8. **Modification and Withdrawal of Bids:-** A bidder may modify or withdraw his bid after submission provided that the written notice of modification or withdrawal is received by the Buyer prior to deadline prescribed for submission of bids. A withdrawal notice may be sent by fax but it should be followed by a signed confirmation copy to be sent by post and such signed confirmation should reach the purchaser not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during this period will result in Bidder's forfeiture of bid security.

9. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection with forfeiture of EMD. Conditional tenders will be rejected.
11. **Validity of Bids:** The Bids should remain valid till 60 days from the last date of submission of the Bids.
12. **Earnest Money Deposit:**— Bidders are required to submit Earnest Money Deposit (EMD) for amount of Rs 5,000/- (Rupees Five Thousand) along with their bids. The EMD may be submitted in the form of Account payee Demand Draft / Pay Order / Bank Draft / Bank Guarantee issued by any nationalized bank / Scheduled bank. Format of bank guarantee is annexed with this NIT. Account payee Demand Draft / Pay Order / Bank Draft should be in favour of “Harish-Chandra Research Institute, payable at Allahabad” in a **separate sealed envelope**. No exemption in earnest money shall be given. All tenders submitted without requisite amount of earnest money shall be rejected and their financial bids shall not be opened. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the Purchase Order / contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.
13. Parties who will download the tender form from our website must pay the tender cost Rs.100/- in the form of Account payee demand draft (Non-Refundable) in favour of “Harish-Chandra Research Institute at Allahabad, in a **separate sealed envelope**. No exemption in tender cost shall be given
14. Interested parties who fulfill following criteria are only eligible for purchase contract:-
- (a) Registered with Sales Tax / with TIN No. Must have registered shop/office/show room.
 - (b) Experience of supplying similar items to reputed organisation (please attach copy of order/bill etc.).
15. For further information/clarification in this respect, please contact Stores & Purchase Officer, HRI during working hours (email: umeshsingh@hri.res.in, Telephone No 2274382).
16. On the basis of Lowest price offered by any firm (after fulfillment of terms & conditions, vendor evaluation form and required information of tender enquiry), contract may be awarded to L-1 firms.
17. No increase in rates will be allowed during the Contract Period due to any reason, after opening the bids.
18. In case, excise duty and/or trade tax/sales tax are reduced or increased subsequently by the Government at the time of placement of the purchase order or delivery, then the same will be adjusted by either party on production of requisite proof.
19. All the items to be supplied should be new, of good quality and standard and as per the specifications / make & model mentioned in tender document. No deviation in the make/specification will be allowed during Contract Period.
20. Sample (for required items) has been kept in Stores & Purchase Department and can be inspected by the bidders.

21. **Delivery Period:** - Delivery period for supply of items would be 30 days from the issuance of Purchase Order. Please note that Contract can be cancelled unilaterally by the Buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the Buyer, with applicability of LD clause. Purchase Order will be placed as per requirement during the period of contract.

22. **TERMS OF DELIVERY**
Local Delivery at Site

DATE OF DELIVERY

The date on which the delivery is made at the consignee's site mentioned in the Purchase Order.

23. **Consignee details** - Harish Chandra Research Institute
(Stores & Purchase Department)
Department of Atomic Energy
Chhatnag Road, Jhansi
Allahabad-211019 (UP)

24. **Penalty for use of Undue influence:** The Seller undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Buyer or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the Seller) or the commission of any offers by the Seller or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the Buyer to cancel the contract and all or any other contracts with the Seller and recover from the Seller the amount of any loss arising from such cancellation. A decision of the Buyer or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Seller. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the Seller towards any officer/employee of the Buyer or to any other person in a position to influence any officer/employee of the Buyer for showing any favour in relation to this or any other contract, shall render the Seller to such liability/ penalty as the Buyer may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Buyer.

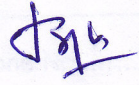
25. **Liquidated Damages:** In the event of the Seller's failure to supply the stores/goods as mentioned in the Purchase Order the Buyer may, at his discretion, withhold any payment until the completion of the contract. The BUYER may also deduct from the SELLER as agreed, liquidated damages to the sum of 0.5% of the Purchase Order price of the delayed/undelivered stores for every week of delay or part of a week, subject to the maximum value of the Liquidated Damages being not higher than 10% of the value of delayed stores.

26. **Arbitration:** All disputes or differences arising out of or in connection with the Contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to construction or performance, which cannot be settled amicably, may be resolved through arbitration. The standard clause of arbitration is as per Institute regulations.


27. **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee 10% of the contract value by way of Demand Draft / FDR / Bank Guarantee through Nationalized bank / Scheduled bank public sector bank or a private sector bank authorized to conduct government business (ICICI Bank Ltd., Axis Bank Ltd or HDFC Bank Ltd.) within 30 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of expiry of contract. Format of Performance bank guarantee is annexed with this NIT.

28. **Fall clause:** The following fall clause will form part of the contract placed on successful Bidder:
- (a) The price charged for the stores supplied under the contract by the Seller shall in no event exceed the lowest prices at which the Seller sells the stores or offer to sell stores of identical description to any persons/Organisation including the purchaser or any department of the Central government or any Department of state government or any statutory undertaking the central or state government as the case may be during the period till performance of all Purchase Orders placed during the currency of the rate contract is completed.
- (b) If at any time, during the said period the Seller reduces the sale price, sells or offer to sell such stores to any person / organisation including the Buyer or any Deptt, of central Govt. or any Department of the State Government or any Statutory undertaking of the Central or state Government as the case may be at a price lower than the price chargeable under the contract, the shall forthwith notify such reduction or sale or offer of sale to this Institute and the price payable under the contract for the stores of such reduction of sale or offer of the sale shall stand correspondingly reduced.
29. **SECRECY**
- (a) All the information, know-how, technical data, specification and drawing models or specimens furnished by HRI for the purpose of or in connection with the manufacture and supply of the stores hereby tendered constitute the property of HRI and the supplier shall keep them in strict confidence and he shall not divulge the same to anyone else except under the authority and for the purpose of HRI. All such documents, data, drawings, models and specimens are the property of HRI and shall be returned when demanded by HRI.
- (b) The supplier shall not supply the material ordered by HRI to anyone else other than HRI and shall not disclose any initiations, development or adaptations thereof to anyone else except with the written consent of HRI.
- (c) HRI shall be entitled to prevent a breach of the above and to damages in case of breach.
30. HARISH-CHANDRA RESEARCH INSTITUTE reserves the right to reject any items supplied against the purchase order, if found not satisfactory at the time of supply. The rejected items, if any, shall have to be taken back and replaced by good quality items forthwith at the cost of the supplier. No payment will be made for the rejected item(s).
31. The prices quoted should be inclusive of all taxes, packing, forwarding and freight upto HRI Campus. HARISH-CHANDRA RESEARCH INSTITUTE will not provide any facility to send the material from Allahabad City to HARISH-CHANDRA RESEARCH INSTITUTE Campus.
32. Payment for the items to be supplied by the vendor against the purchase order shall be made by HARISH-CHANDRA RESEARCH INSTITUTE as follows:-
- (a) 100% after supply and inspected as per Purchase Order and physically verified by the competent authority.
- (b) Payment shall be released within 20 days on receipt of the original bill completed in all respect.
33. The Institute reserves the right to reject any or all quotations without assigning any reason therefore.
34. This NIT will be binding to the successful vendor as contract documents. Purchase Order will be issued to successful vendor with applicability of all terms & conditions of this NIT.
35. Decision of the Director of the Institute will be final and binding for all concerned.

36. All disputes subject to Allahabad jurisdiction.



(Ravindra Singh)
Registrar



DECLARATION BY THE VENDOR

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the NIT document for which I/We have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by the conditions from serial no. 1 to 36. This is also certified that I/We/our principal manufacturing firm have no objection in signing the purchase contract if the opportunity for the supply of the items against this tender is given to me/us.

Date:

Signature:

Address:

Name: