



No. 122/ITC/2017- 526 dated 03.07.17

**[NOTICE FOR EMPANELMENT OF VENDOR]**

The Presiding Officer, Government of India, Central Govt. Industrial Tribunal-cum-Labour Court, Kanyapur, Po:- R.K.Mission, Asansol-713305 invites proposals from bonafide and financially sound manufacturers/ suppliers for empanelment for supply of various items of office furniture, computer & other accessories, water purifier and chiller and maintenance thereof. The application form containing detailed terms and conditions and eligibility criteria is available at the above address w.e.f. 03.07.17. The document can also be downloaded from the Ministry's website i.e. <http://www.labour.nic.in/> under link Tender. The last date for receipt of proposals is 20th July, 2017.

Sd-  
(Presiding Officer)

PROPOSAL FOR EMPANELMENT AS SUPPLIER

(On the letter head of the firm)

To  
The Presiding Officer,  
Government of India,  
Ministry of Labour & Employment,  
Central Govt. Industrial Tribunal-cum-Labour Court,  
Kanyapur, Po:- R.K.Mission, Asansol-713305(WB)

Dated:.....

Sub:- Notice for Empanelment of Vendor/Supplier-reg.

Ref:- No.122/ITC/2017- 526 dated 03.07.17

Sir,

This has reference to your notice for Vendor Registration available in the Website/Newspaper. We are very much interested in registering ourselves with you as "Service Provider"/ "Supplier". I/We hereby offer to be registered as suppliers for supply of the following item(s)/service(s) in your office for a period of two years from 21-07-2017 to 20-07-2019.

- i.
- ii.
- iii.

I/We hereby declare that our firm has not been black listed/debarred by any of the Govt./PSU Organisation during the last two years and information given by me/us are true & correct to the best of my/our knowledge & belief. I/We have understood the instructions and terms & conditions for registration as supplier and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods/services strictly in accordance with the specifications and quality requirements of your office.

Yours faithfully,

Authorised Signatory with Seal

Address: -

Telephone No. -.....

E-mail -.....

Enclosures:-

1. Copy of valid Central/State Sales tax registration certificate /TIN No. etc.
2. Copy of valid PAN Card.
3. Copies of relevant major purchase orders valuing more than Rs. 1,00,000/- executed during the last two years for Govt. Departments, PSUs etc. along with certificate of satisfactory performance.
4. Proof of manufacturing unit/dealership certificate.
5. Proof of registration with DGS&D/NCCF/Kendriya Bhandar, if any.

### **ELIGIBILITY CRITERIA AND TERMS & CONDITIONS:-**

1. The invitation is open to all manufactures and their dealers registered with Sale Tax authorities. The closing date of receiving proposal is 20.07.2017(upto 4:00 pm.). Interested manufacturer/supplier may submit their proposal to this office in the duly filled in application form in the prescribed format along with all the relevant documents within stipulated date (03.07.17 to 20.07.17). Please note that any proposal received after closing date will not be entertained.
2. Copies of valid Central /State Sales tax registration certificate, details of manufacturing units/ dealership and copies of two major supply orders valuing more than 1,00,000/- executed during the preceding two years for Government Departments/ PSUs have to be submitted along with the proposal.
3. Supplier registered with DGS&D, NCCF and Kendriya Bhandar are also eligible to submit proposals subject to their fulfilling of all the conditions of eligibility.
4. The empanelment/ registration will be done initially for a period of two years from 21-07-2017 to 20-07-2019.
5. In case a supplier is not able to supply the items for which supply order has been placed within the stipulated period of time and as per quality / specifications, the supply order shall be cancelled and the earnest money deposit shall be forfeited immediately.
6. In case of tender enquiry for any services/goods for use in the office, tender will be called from the registered/ empanelled suppliers for quoting their rates and order will be placed with the supplier quoting the lowest rates.
7. Whenever items of a specific brand quality are required, the same will be mentioned in the letter while calling tender and the supplier will have to be quoted and supply the item(s) accordingly, if available with them.
8. The supplier will be responsible for delivery of the goods in good condition in the office or at a place selected by the office at their risk and cost of the supplier.
9. The Presiding Officer, Central Govt. Industrial Tribunal-cum-Labour Court, Asansol-713305(WB) reserves the right to reject any or all the proposals without assigning any reason. Therefore, the decision of the office shall be final and binding on all the vendors.
10. If any dispute arises out of the contract, the same will primarily be tried to be solved by discussion in the chamber of The Presiding Officer, CGIT-cum-LC, Asansol (WB), if the same still persists, then, it will be under the jurisdiction of Asansol division.