



वाडिया हिमालय भूविज्ञान संस्थान

WADIA INSTITUTE OF HIMALAYAN GEOLOGY

(भारत सरकार के विज्ञान एवं प्रौद्योगिकी विभाग का एक स्वायत्तशासी संस्थान)
(An Autonomous Institution of Deptt. of Science & Technology, Government of India)
33, General Mahadev Singh Road / 33, जी0 एम0 एस0 रोड
Dehradun देहरादून (Uttarakhand) - 248 001 (INDIA)

NOTICE FOR VENDOR REGISTRATION

The Institute requires various items and services for its research purpose as per the following details:-

Sl. No.	Category of Registration	Particular / Name Of Item	Manufacturer (M) Authorized Agent (A) Retail Supplier (R) Service Provider(S)
1	Scientific Laboratory Equipment	Laboratory Equipment's and Sophisticated Research Equipment's for various Laboratories (Paleoseimology, Stable Isotope, Seimology, Geotechnical, Palaeontology, Sample Preparation XRF, Petrology, V SAT, Fission Track, Microscopy Image Proc., RF, EPMA, GPS, Water Chemistry, MP Geo, Remote Sensing, Ultrasonic, Mass Spectrometer, Vertebrate Palaeontology, TLOSL, Rock Magnetic, Sedimentology Instrumentation, sedimentology, Clean Air Lab, Sedimentology, L.A.I.C.P.M.S., Instrumentation, Thin Section, Vertebrate Paleontology, Palaeomagnetic, Seismic Interpretation etc.).	
2	Electrical Equipment & Accessories	Electrical Equipment and Instruments, Power Generators, Compressor, Motor, Voltage Stabilizer, DG set, Inverters, UPS, Transformer, Air Conditioners, Fan, RO Purifiers, Vacuum Cleaner, Lamps & lighting Fixture, Decorative Lamps, meter, Distribution Board, LED Lights, Plug, Switch, Wire/Cable, Electric Fitting/ Accessories etc. Fan (Ceiling/Table/Wall), Water Heater etc.	
3	Electronics Instruments /Items/Equipment	All Electronic instruments items and Equipment, apparatus, Telephone Instruments, EPABX, Wireless Equipment, devices etc.	
4	Civil Equipment /Items	Construction Materials and General Hardware, All Civil Equipment, Items, apparatus etc.	
5	Computer and Peripherals	Desktop Computers, Workstations, Servers, Databank, Laptop, Peripherals such as UPS, Accessories, Card Reader, Hard Disk (Internal/External), Biometric equipment etc with all accessories and fixtures etc.	

6	Laboratory Software	Software for Paleoseimology, Stable Isotope, Seimology, Geotechnical, Palaeontology, Sample Preparation XRF, Petrology, V SAT, Fission Track, Microscopy Image Proc., RF, EPMA, GPS, Water Chemistry, MP Geo, Remote Sensing, Ultrasonic, Mass Spectrometer, Vertebrate Palaeontology, TLOSL, Rock Magnetic, Sedimentology Instrumentation, sedimentology, Clean Air Lab, Sedimentology, L.A.I.C.P.M.S., Instrumentation, Thin Section, Vertebrate Paleonotology, Palaeomagnetic, Seismic Interpretation etc.	
7	Audio Visual Items	Television, Projector, Display Boards, Screen, Classroom Interactive boards, Camera (Still, CC, Video etc.) etc.	
8	Output Devices	Printer, Fax machine, Copier, Scanner etc.	
9	Lab Consumables	1. Chemicals, Glassware, Plastic ware, various seive sets (brass/stainless steel, carborandum powder, nylon cloth sieve and membrane etc.) 2. Various Gases (He, N ₂ , O ₂ , P ₁₀ etc.)	
10	Sports Material	All Sports Equipment and Materials, Fitness Kit/Gymnasium items, Sports Apparels, Cloth and readymade items for Uniform, Apron, Liveries, etc.	
11	Field Kit Items	High Altitude Field Kit and Normal Field Kit (Rucksack, Field Bag/Bag Pack, Jacket Feather, Rin Coat, Windcheater, Thermal Wear, Shoes, Sleeping Bag with feather, Monkey Cap, Balaclava (woolen), Snow Goggle/UV Protect, Mattress, Blanket, Pullover, Waterproof Gloves, Snow Sticks, Crampon and Gaiter, Glacier Ice Axe etc.)	
12	Stationery and Office Consumables	Office Stationery, Computer Stationery, Office Consumables, cartridges etc.	
13	Furniture	Office Furniture: Seating and Storage Solutions. Customized Furniture for Laboratory, Library, Auditorium, Hostel, Canteen, Kitchen, Dining etc. General Furniture like File Cabinet, Office Almirah, Lockers, Office Table, Angle Rack, Computer Table, Study Table, Office Chairs, All type of board (White, Green, Notice Board) etc.	
14	Safety and Fire Fighting Equipment's	Firefighting Equipment's (Hand held devices, accessories etc.	

15	Services	<i>i. Printing and, Binding, Publication and Services</i> <i>ii. Catering and Tent Services</i> <i>iii. Event Management Services: Stage, Audio- Visual etc.</i> <i>iv. Courier and Transport</i> <i>v. Insurance Services</i> vi. Travel / Transport Services vii. Water Cooler, Purifiers, Air Conditioners, Printer, Photocopier etc. viii. AMC Computer Peripherals	
16	Civil, Electrical, Sanitary etc	Works like i.e. General Civil, Electrical and Maintenance work in the Institute/Staff Quarters/Hotle Builing etc.	
17	Other	Any other Category of Items and Services left including miscellaneous Goods and Services.	Suppliers may Specify

Note: Interested suppliers may submit their application form in the Proforma attached at **Annexure-I**, along with a copy of supporting documents mentioned in the Serial No. 10 of **Annexure –I** in an envelope super scribed "**Registration of Suppliers for _____**".

For application form and more details please visit our website www.wihg.res.in. The duly filled application form with all required enclosures must be submitted to the Institute on the address mentioned below:

**Store & Purchase Officer,
Wadia Institute of Himalayan Geology,
33 GMS Road, Dehradun-248001**

1. Interested suppliers with sound techno-commercial know how of the relevant field may apply on the prescribed application form with one set of duly self-attested and stamped documents should be sent to the Store & Purchase Officer, WIHG, Dehradun. In case relevant documents as mentioned in the application form are not enclosed/made available,application form is liable to be rejected.
2. The Registration shall be valid for 01 financial year subject to further extension up to 3 years on discretion of Competent Authority.
3. It is responsibility of registered suppliers to access the email regularly. After registration an email will be sent to email id mentioned in application form, and only after getting response on email, registration will be activated by the Institute. Institute will not be responsible, if suppliers didn't access his email.

4. Registered suppliers shall be contacted for Limited Tender Enquiry by email or through CPP Portal only as per Institute's rules. WIHG, Dehradun reserves the right to advertise Open Tender Inviting Bids as and when desired for procurement of material. In such case WIHG, Dehradun may send copy of invitation to the enlisted suppliers. Registration as approved suppliers does not confer any rights on suppliers to secure orders for items registered and WIHG, Dehradun is not obliged to contact empanelled suppliers for all of the requirements for the items for which suppliers have been registered. However the registration may be liable for cancellation:
 - (a) If any of the submitted documents or statements found to be false later.
 - (b) Any other grounds, which in the opinion of WIHG, Dehradun, consider retention of the approved suppliers is undesirable in the interest of the Institute.
5. Firm willing to register as Manufacturer should possess its own in-house manufacturing & testing facilities while not mandatory for MSE.
6. WIHG, Dehradun reserves the rights to accept or reject any or all the applications without assigning any reason thereof.
7. Store & Purchase Officer, WIHG, Dehradun is authorized person to deal with applications and registrations.
8. Appellate Authority – Director, WIHG, Dehradun.

REGISTRATION OF SUPPLIERS

GENERAL INSTRUCTIONS WITH TERMS & CONDITIONS TO SUPPLIERS

1. One Single application form can be used for multiple items. Relevant documents for all categories sought for registration should be provided.
2. The suppliers must have **Goods and Service Tax Registration No./ Permanent Account No. / whichever is applicable** (Applicable for Indian suppliers Only)
3. **The suppliers must be registered in CPPP (Central Public Procurement Portal) and provide user id of Central Public Procurement Portal (CPPP).**
4. Suppliers are required to complete all parts of the form and provide exhaustive information requested to WIHG, Dehradun. Wherever the answer is a statement of fact, it must be accurate and supported by documentary evidence as required. Wherever it is a statement of opinion, it must be both true and reasonable. It is supplier's responsibility to answer the question with sufficient clarity that will ensure WIHG, Dehradun does not misinterpret any of the responses.
5. The registration process will consist of a multiphase evaluation with the possibility of supplier's presentation, Factory / Site visit for inspection, verification of documents / information, assessment of turnover, past performance, infrastructure. After completion of document review and other assessment, as applicable, the case shall be taken up for Approval of competent authority and issue of registration letters will be obtained/ issued.
6. **SUCCESSFUL REGISTRATION BY WIHG, DEHRADUN IS NO GUARANTEE OF ANY FUTURE AWARD OF ORDER FOR PURCHASE/SERVICE/WORK OR INCLUSION ON A PARTICULAR TENDER LIST.**
7. Any inaccuracy in any response given in the form, or failure to substantiate any response as required by WIHG, Dehradun may result in the failure to qualify as registered suppliers. Wherever any such information comes to notice at a later date, the suppliers may be removed from the list registered suppliers.
8. In Master Data Base suppliers will be registered in particular category only.
9. Any suppliers providing false information or grossly inaccurate or forged documents will stand automatically disqualified for consideration of registration for this or any other future notifications for a minimum period of three years. Again, if such information comes to light after successful qualification and registration, WIHG, Dehradun reserves the right to remove the Suppliers from the list of registered suppliers.
10. It will be the responsibility of the suppliers to submit / update WIHG, Dehradun with latest audited Profit & Loss Account with Balance Sheet and also to keep WIHG, Dehradun informed of any such matter that may affect the suppliers' continued qualification and status. If the supplier's future circumstances change so that they no longer meet the registration qualification criteria for that particular category / item / group / area, then the suppliers should promptly inform WIHG, Dehradun and WIHG, Dehradun reserves the right to remove the suppliers from the list of registered suppliers.
11. Throughout the period of suppliers' registration validity, the suppliers shall voluntarily update WIHG, Dehradun with any time-sensitive data supplied at the time of original application for registration without any obligation on part of WIHG, Dehradun to seek such information **for continuance of the registration.**

12. WIHG, Dehradun reserves the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list.
13. Retention of suppliers in the list of registered suppliers shall be subject to satisfactory performance on execution of orders and evaluation of performance by WIHG, Dehradun.
14. Registration shall be accorded for a period of one year and WIHG, Dehradun reserves the right to renew the registration on the same terms and conditions for additional periods of one or more years with mutual consent.
15. Filled in applications with enclosures should be sent to **Store & Purchase Officer, 33 GMS Road, WIHG, Dehradun (Uttarakhand) super-scribing** in the envelope **“Registration of Suppliers for _____”**.
16. The suppliers must provide an affidavit duly notarized, stating that the suppliers has not been blacklisted by any University/Institute/ Organization and any other central and state govt. offices.
17. The suppliers will abide by the terms and conditions of a contract/ purchase /supply order.
18. All disputes in the connection shall be settled in Dehradun (Uttarakhand) Jurisdiction only.
19. Removal of Firms from the list of Registered Suppliers.

In case of violation of terms and condition of the registration, the registration of the firm will be cancelled by giving prior notice. Registration of suppliers is liable to be removed from the list of approved Registered Suppliers, when,

- a) If fails to abide by the terms and conditions under which the registration has been given.
- b) Any false declaration to the Institute.
- c) Supplies goods of inferior quality /uninspected goods/fails to supply in stipulated time.
- d) Renders services (including after sales services and maintenance services) of inferior quality to the contracted ones.
- e) Fails to execute a contract or fails to execute it satisfactorily.
- f) The required technical / Operational staff or equipment are no longer available with the firm or there is change in its production/service line affecting its performance adversely.
- g) Is declared bankrupt or insolvent.
- h) Fails to submit the required documents/information for review of registration, where required.
- i) Adopts unethical business practices, not acceptable to the government, and
- j) Failure to respond to tender enquiry for more than three consecutive occasions will render the registration null and void.
- k) Any other ground which, in the opinion of the registering authority, is not in public interest.
- l) If the registered suppliers fails to maintain the equipment during the warranty or fails to maintain or repair on payment basis within 5 year from the supply of order, the Suppliers registration shall be cancelled and the suppliers will not be registered by the Institute in future.
- m) In all other cases provisions of GFR and Procurement Manual of the Institute will apply.

I/We have read the above Instructions and conditions of Suppliers Registration and accept them.

(Signature of the Authorized Person (Suppliers) with Seal and Date)

Name (In Capital) _____

Place: _____

Date: _____

Note: All the pages of the document must be duly signed by the Suppliers.

