

APPLICATION FOR VENDOR REGISTRATION AT BRBNMPL, SALBONI

(To be submitted on applicant's letter head, duly signed & stamped)

[The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence]

CLASS / CATEGORY

(Mention the exact list of items for which Vendor registration is sought)

1. Name of applicant Shri / M/s

2. Nationality

3. Office Address

Home Office

Regd. Office

4. Telephone Number

5. Fax No.: Email ID:

6. Constitution - (Tick the appropriate)

Individual Sole Proprietorship Concern Partnership Firm

Public Ltd. Company Private Ltd. Company

7. Names of Partners / Directors:

S. No. If Company-Names of Directors If Partnership Firm-Name of Partners

1.

2.

8. Is the individual / sole proprietor / any partner / directors of company:

SL. No	Particulars	Yes /No
(a)	Dismissed Government Servant	
(b)	Removed from approved list of contractors	
(c)	Demoted to a lower class of contractors	
(d)	Having business banned / suspended by any government in the past	
(e)	Convicted by a court of law	
(f)	Retired engineer / official from engineering Department of Govt. of India within last two years	
(g)	Director or partner of any other company / firm enlisted with CPWD or any other department	
(h)	Member of Parliament or any State Legislative Assembly	

If answer to any of the above is 'Yes', furnish details on a separate sheet

9. (a) Name of person holding power of attorney
 (b) Nationality Indian / Others
 (c) Liabilities

10. Name of Bankers with full address and Account Details

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11. Place of business:

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12. Full time technical staff in applicant's employment

Categories

Number of persons

1

2

3

13. Does the applicant have sufficient T&P, Machinery, Equipment, arrangements for quality control and workshop as per requirements?
 [Attach details on separate sheet] [In case of authorized dealers, provide these details pertaining to OEM]

14. Does the applicant possess valid Electrical License [For Electrical]: Yes/ No

15. Whether registered with Sales tax authorities [Give details of registration and enclose copies thereof]

16. Financial Reports: Provide copies of last 3 year's Annual report/ Balance Sheet/ Profit and loss statement

17. (a) Whether already enlisted with any other organization: Yes/ No
- (b) If yes. give details:
- (i) Name of department
- (ii) Class of category
- (iii) Empanelment authority & address
- (iv) Empanelment No. & date
- (v) Date of validity
- (vi) Tendering limit

18. Is any person working with the applicant is a near relative of the officer / official of BRBNMPL: Yes/No

If yes, give details :

19. Empanelment fee:

[Empanelment Fee of Rs.500/- to be submitted along with the Application in the form of Demand Draft drawn in favour of Bharatiya Reserve Bank Note Mudran Pvt Ltd., Salboni on Sate Bank of India payable at Salboni (Code No. 03558)]

Date	Draft No	Amount	Issuing Bank Branch	In favour of
DD/MM/YYYY	XXXXXX			BRBNMPL

20. Details of Works completed and in progress during the last 5 years. This list should include all works whose gross amount of work done is more than the required magnitude for the class in which registration is required.

21. **Certificates:**

(i) I / We certify that the information given above is true to the best of our knowledge and also understand that if any of the information is found wrong. I/We am/are liable to be rejected.

(ii) I / We certify that I / we will not get myself / ourselves registered as contractor(s) in BRBNMPL under more than one name.

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Signature(s) of applicant(s):

Sl. No	<u>Names</u>	<u>Address</u>	<u>Signature</u>

Date:

No. of documents attached :

Note: Mere submission of this application doesn't entitle parties to get registered as vendor BRBNMPL, Salboni. The suppliers shall be evaluated for Short-listing inter-alia based on their past experience of supply goods in similar contest, Financial Strength, Technical Capability etc.,

All suppliers who meet our minimum requirement, as specified, will be short - listed, and informed accordingly.

Annexure – A
RULES FOR ENLISTMENT

A. GENERAL INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR VENDOR EMPANELMENT/REGISTRATION

1. Interested vendors may obtain further information about this from our office only.
2. The Vendor Registration will be valid for a period of three years (3 years) from the date of such Registration. After the expiry of Registration interested Vendors shall apply for fresh Registration in the same format.
3. Non-refundable empanelment fee of Rs.500/- in the form of Demand Draft drawn in favour of *Bharatiya Reserve Bank Note Mudran Pvt. Ltd., Salboni* payable at State Bank of India, Salboni (Code No: 3558) or any other scheduled Commercial Bank in India, payable at Midnapore should be accompanied along with the application for Vendor Empanelment/Registration.
4. All empaneled vendors will be allocated unique registration number.
5. The tender documents are not transferable.
6. The performance of the Empanelled Vendor will be reviewed annually or as per requirement.
7. Vendors whose performance is not found satisfactory, will be eliminated from the empanelment list.
8. BRBNMPL reserves the right to add potential new vendors to the empanelment list every year based on the satisfaction of the eligibility criteria.
9. Firms found not meeting the criteria and requirements specified for enlistment as registered vendor will be eliminated and Registration fee will be forfeited.
10. All experience, past performance and capacity /capability related/data should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder will be verified from the parties for whom work has been done.
11. All financial standing data should be certified by Chartered Accountants (CA) in India. In order to ascertain the above, the firm should submit the copies of the financial statements viz Balance Sheets, P&L Accounts, for the last 3 years i.e. upto the Financial year for which accounts have been audited.
12. The firm should furnish the firm's name, full postal address (Office), Phone Number and Fax Number; Name of the authorized contact person and e-mail address.
13. The firm should not have been blacklisted /debarred for dealing by Government of India or any State Govt. in any manner and an undertaking should be submitted along with the application to this effect.

14. Applicants are required to sign with seal on every page of all the supporting documents submitted.
15. Interested firms have to submit attested copies of various license certificates like Trade License, Vat Registration Certificate, Central Sales Tax Registration Certificate, Service Tax Registration Certificate and other registration certificates as required as per the prevalent Prices & Registrations of the Govt. of West Bengal with their application.

B. Shortlisting Criteria for Evaluation of Suppliers

The suppliers will be evaluated for short listing, inter-alia, based on their past experience of supplying goods in similar context, financial strength, technical capabilities etc. each supplier will be assigned scores based on weightages assigned to each of the criteria.

Sl No.	Criteria	Weightage
1	Past Experience of the firm in supplying goods	20%
2	Financial Strength of the Bidder · Turnover figures of last three years. · Net Profit figures of last three years.	20%
3	Quality Assurance	10%
4	Manufacturing capabilities/ tie-ups	10%
5	After sales service	20%
6	Product support / upgradation	20%

All suppliers who secure the minimum required marks (normally 50%) will be shortlisted.

C. Removal from the Approved List

1. Whenever a vendor is found lacking in performance in terms of response, delivery compliance, capacity, quality standards or ethics, the vendor may be removed from the approved list with the approval of the GM after giving performance notice as per the conditions of empanelment.
2. Removal from approved list may also be warranted in following cases:
 - (i) Termination of the contract due to default or insolvency on part of the supplier declared by a court of law.
 - (ii) Non-performance or performance below specified standards such as repeated delays in delivery (more than twice during a contract period), low quality of goods (rejection of goods more than two times during a contract period), non-delivery etc. during the period of delivery specified in the purchase order.
 - (iii) In case liquidated damages have been claimed against the supplier more than twice, during a contract period.
 - (iv) In case the firm is banned/ blacklisted by BRBNMPL or any PSU or any Government Departments, or any other Government agency.

(v) Besides, there may be registered firms who may have ceased to exist or may have been acquired by or merged with another firm, may have switched over to other sector of business operation or indulged in unethical business practices and influence peddling. Such firms will be removed from the list of approved vendors. Whenever a firm is removed from the lists of approved vendors, their registration stands cancelled. Such removal shall be promulgated to all units so that any unit of BRBNMPL conducts no further business relation with such firms who have failed to perform contractual obligations even though POs were placed on them during the last three-year period.

D. Ban and Blacklisting

1. In the following cases, firms or individuals shall be banned/ blacklisted including declaring them ineligible, either indefinitely or for a stated period
 - (i) If any of the bidder(s) is found presenting misleading/ false information/ documents in the tender forms, statements etc.
 - (ii) If a firm submits fraudulent un-encashable Financial Instruments stipulated under the Tender and Contractual conditions.
 - (iii) If a firm violates the Code of Ethics (Clause 32 of GCC, which can be downloaded from our web site www.brbnmpl.co.in) and directly or through an agent, engages in corrupt, fraudulent, collusive or coercive practices in procurement or execution of Contract.
 - (iv) Cartel formation or quotation of Pool/ Co-ordinated rates leading to "Appreciable Adverse Effect on Competition" (AAEC) as identified under the Competition Act, 2002.
 - (v) Deliberate attempts to pass off inferior goods or short quantities.
 - (vi) Violation of Fall Clause by Rate Contract holding Firms.
 - (vii) Attempts to influence BRBNMPL decisions on scrutiny, comparison, evaluation and award of Tender.

ANNEXURE - B
SCOPE OF REQUIREMENTS

CATEGORY - Product/ Service wise

(Type of Goods / Services to be supplied / performed)

A) Chemicals and Printing consumables.

- 1) Activated Carbon
- 2) Acid Copper Additive
- 3) Blankets for Offset, Intaglio & Numbering machine
- 4) Blanket Revivarol Deglazer
- 5) Blanket Wash Solution
- 6) Blue Trial Printing paper
- 7) Boric Acid
- 8) Calcium Carbonate
- 9) Calcium Chloride
- 10) Calibrated Press Pan sheet
- 11) Cleanzol Acid
- 12) Cobex sheet
- 13) Copper Anodes for Electroplating
- 14) Deep Cleaner
- 15) Defoaming Agent
- 16) Deoplex 904
- 17) Descaling agent
- 18) Desiccant
- 19) Di-Octyl Phthalate
- 20) Ethyl Methyl Solution
- 21) Ferric Chloride
- 22) Filter Aids
- 23) Fumitrol
- 24) Graphite Powder
- 25) Hardness Re Agent
- 26) HydroChloric Acid
- 27) Nickel 'S' Rounds
- 28) Iso Propyl Alcohol
- 29) DBTL (stabilizer)
- 30) MEK
- 31) Monomer X 980
- 32) Nickel Additive A5
- 33) Nickel Carbonate (LR Grade)
- 34) Nickel Sulphamate
- 35) Non-Woven abrasive products: Grindwell Norton make (99NT) or Scotch Brite,
Make: 3M/ equivalent
- 36) Nova Wash Universal
- 37) Nylo Plates
- 38) Polishing Soap
- 39) Poly Electrotype Reagent
- 40) Potassium Dichromate (LR GRADE)

- 41) Potassium Hydroxide
- 42) Press Pan Board
- 43) PVC Resin 121/ 120
- 44) Rankleen Hi Power detergent
- 45) Refrigerant Gas - R11, R12, R22, R123 etc.
- 46) Rustlick Anti Corrosive Spray
- 47) Silicon Spray
- 48) Silver Nitrate LR Grade (Powder Form)
- 49) Sodium Aluminate
- 50) Sodium Chloride
- 51) Sodium Hydroxide
- 52) Sodium Hydroxide Flakes
- 53) Sodium Hypo Chlorite
- 54) Sodium meta bisulphate
- 55) Stop Oxy
- 56) Sulphamic acid
- 57) Sulphonated Castor Oil
- 58) Throat Seal Liquid
- 59) Delivery Boards

B) Packing Materials

- 1) Block Board Boxes
- 2) Corrugated Packing Box
- 3) HDPE Woven Bags
- 4) HDPE Woven Self-adhesive sealing tapes
- 5) LDPE Shrink Wrap film/ Polythene Bags of assorted sizes
- 6) PET Straps
- 7) Pre-printed Stickers

C) Consumables

- 1) Cotton Tapes
- 2) Double Side Gum Tape - 1" & 1.5"
- 3) Emery Paper of assorted grades
- 4) Finishing Stones of different sizes
- 5) French Chalk Powder
- 6) Hand Gloves (Asbestos, Cotton, PVC, Surgical)
- 7) Heat Resistant Tape
- 8) Hosiery Cloths (Cotton Rags)
- 9) Lables/ Self Adhesive Labels
- 10) Nails - 2"
- 11) Nylon Brush
- 12) Paper Gum Tapes
- 13) Plastic Anvils
- 14) Plastic / PVC Band Film
- 15) Plastic Wedges
- 16) Polishing Mops of different sizes - 2', 6' soft.
- 17) PVC Gum Tape
- 18) Rubber Bands

- 19) Rubber Finger Guards
- 20) Rubber Gloves acid proof
- 21) Scotch tape

D) Mechanical Engineering, Hardware, Plumbing Items.

- 1) Air Filters
- 2) Bearings
- 3) Blades for Ink Wash
- 4) Belts / Timing Belts
- 5) Clutch Assembly
- 6) Cutting Insert
- 7) Die Holder
- 8) Engineering spares
- 9) Gaskets
- 10) Hydraulic items
- 11) Ink Stopper
- 12) Mechanical Seal
- 13) Nut, Bolts, Fasteners
- 14) Oil Filters
- 15) Oil seals
- 16) O-Ring
- 17) Piston Rod Assembly
- 18) Pneumatic items
- 19) Pumps
- 20) PVC Saddles
- 21) Hose and pipes
- 22) Springs
- 23) Strainers
- 24) Torque Wrench
- 25) V-Belts

E) Electrical and Electronics Items

1. All types of Electrical Switches
2. Aluminum Inline Connectors
3. Aluminum Tube Terminal
4. Armoured Cable
5. Battery of different volts (Lead acid battery, rechargeable battery, SMF type)
6. Calling Bell
7. Capacitors
8. Contactors
9. Copper Cable Lugs of different sizes
10. Copper Chokes
11. Digital Panel Meters
12. Electronic Chokes
13. Electronic Components like Diode, Transistors, IC, etc.
14. Electronic Regulator suitable for Ceiling Fan
15. Fans of different sizes
16. Fiber Optic Amplifier
17. Fiber Optic Sensor
18. Fluorescent lamps

19. Fuse Links
20. HPSV/ HPMV Lamps
21. HRC Fuse
22. Insulation Tape
23. LED Lamps
24. MCBs
25. Micro switches
26. Photo Electric Sensor
27. PVC Switch Board
28. Relays
29. Sensors
30. Solenoid Valve
31. Telephone Cable
32. Thermostat
33. Timers
34. Electric Motors / Stepper Motor
35. Tube Lights & its fittings
36. Tube light starters
37. Water Heaters
38. Computer Spares

F) Petrol, Oil & Lubricants

- 1) Hydrol - 46, oil
- 2) ROCOL High Temp Grease
- 3) Servo Gem EP 0 / Mobilux EP 0, Grease
- 4) Servo Gem/ Mobilux EP - 2, Grease
- 5) Servokool Plus
- 6) Servo System HLP 68, oil
- 7) Servo Ultra 40, oil
- 8) Synthesso HT - 220, oil
- 9) Superior Kerosene oil (SKO)
- 10) Mineral Turpentine Oil (MTO)
- 11) H.S Diesel

G) Stationery and General Items

1. Assorted Office Stationeries.
2. Booklets
3. Different types of files like spring file, box file etc.
4. Duplicating Paper
5. Forms
6. Greeting Cards
7. Letter Head Pads
8. Registers
9. Visiting Cards
10. Xerox Papers of different sizes like A4, A3, legal etc.
11. Cleaning Items like soap, odonil, detergent, etc
12. Disposable Paper Tea Cups

13. Milk Powder
14. Tea Bags
15. Tissue Papers
16. Various Brushes
17. Fire Fighting equipment.
18. Safety & Security items.
19. Computer Peripherals
20. Computer Stationeries like printer cartridges (black/ colour), toner, papers etc.

H) Annual Maintenance and Rate Contracts

- 1) Computers, Computer peripherals, Printers and Photocopier machines.
- 2) Power Station, DG Station, AC Plant, Air Compressor
- 3) Water treatment Plant, Sewage Treatment Plant
- 4) Labour Supply contracts.
- 5) Auditing/ Consulting services.
- 6) Material Handling Eqpt. Like Trollies, Forklift trucks, Stackers.
- 7) Cleaning Machines
- 8) Machinery & Mechanical items.
- 9) Hiring vehicles
- 10) Fire and safety equipment.
- 11) Security Agencies
- 12) Engineering works having CNC Machines

I) Scrap Dealers (Plastic, Wood, Paper trims and Metal)

Note : All the above mentioned sub-items in the main item category are only a tentative list and do not cover the entire list of requirement and it may vary from time to time. No separate communication will be sent in between next registration period regarding the addition or deletion of few sub-items from the main item category.

The Vendors applying for Registration may attach a separate list along with Application form for which Registration is sought.