

IIM Visakhapatnam
Enquiry form for empanelment of Vendors
No. IIMV/PROCUREMENT /1/2024 dated 09-02-2024

Indian Institute of Management Visakhapatnam (IIMV) belongs to the prestigious IIM family of business schools. It is a new generation IIM, set up by the Government of India in September 2015. At 29th place among the business schools pan-India in the National Institutional Ranking Framework 2022 of the Government of India, it is ahead of all new-generation IIMs established in 2015/2016.

This institute is intending to register the vendors for the supply of services /items. Vendors who are going to be registered with IIM Visakhapatnam will then be intimated about all future inquiries/tenders for respective services/supplies.

The vendor empanelment is a continuous process, and the institute invites applications for empanelment every quarter. The received applications will be processed by a Committee nominated by the Competent Authority. The list of empanelled vendors will be displayed in Institute Website.

Interested parties are requested to submit the attached empanelment form with relevant supporting documents in a sealed envelope duly superscribed with "EMPANELMENT OF VENDORS FOR SUPPLY OF(DESIRED SERVICE /PRODUCTS)" to the following address through speed post/courier so as to reach on or before 7th Day of every Quarter i.e. Jan, Apr, July & October.

Chief Administrative Officer (Administration)
Indian Institute of Management Visakhapatnam
Andhra Bank School of Business Building
Andhra University Campus
Visakhapatnam 530003


Chief Administrative Officer (Admin)Offg.
IIM Visakhapatnam

Terms and Conditions: -

1. The applicant should clearly read all the pages of the document.
2. Correct / relevant information / data have to be furnished by the vendors.
3. The applicant should make sure before applying for a particular type of category, that the vendor / firm has the required eligibility criteria & experience for the that category of work / item.
4. Service providers / suppliers shall have to fill and submit the registration form along with required documents to “Chief Administrative Officer (General Administration), IIM Visakhapatnam.
5. The sealed envelope containing the registration form, documents should be clearly super scribed on the top of the envelope as “APPLICATION FOR VENDOR REGISTRATION / EMAPANELMENT FOR SUPPLY OF _____”.
6. Vendors / firms registered with any state / Central organisations may submit their registration certificate along with other certified documents.
7. The following essential documents (whichever is applicable) should accompany with the registration form:
 - (a) GST
 - (b) Trade License / Factory License.
 - (c) PAN
 - (d) Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - (e) Registration Certificates with any State / Central Govt. Organisations
 - (f) Current dealership agreement/Contracts/Purchase Orders if any (if available).
 - (g) MSME/NSIC certificate.
 - (h) IT Returns for last 03 years- relevant documents to be submitted.
 - (i) Bank account details
 - (j) Relevant ISO certificates.
 - (k) A notarized affidavit that the vendor hasn't been blacklisted by any institution of the Central / State Govt. / any PSU, University, Institute etc., in the past three years.
8. On receipt of the registration form along with the requisite documents as mentioned above and after scrutiny the firm/ supplier will be registered.
9. 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 Institute procedure, for two year or so, at a time subject to satisfactory performance of the firm during initial registration period.
10. Empanelment offer duration will be of 3 years. However, review will be done every year for evaluation of new agency and deletion of old agency whose performance is not satisfactory.
11. The firm should have an office in Visakhapatnam and with good infrastructure and manpower / creative personnel / department (enclose organizational structure).

DECLARATION TO BE SUBMITTED BY THE FIRM/ VENDOR

1. This registration shall not bind IIM Visakhapatnam, to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders.
2. I/ We declare that the information furnished above is true to the best of my / our knowledge.
3. I/We agree to deposit EMD/ S.D. Separately as may be required by the condition of tenders/ rate contract to be issued by IIM Visakhapatnam, from time to time.
4. This registration shall be used for Limited Tender Enquiry & Rate Contracting the firms by IIM Visakhapatnam.
5. I/ We have gone through each & every terms & conditions written in the document provided with the vendor registration form.
6. I/We declare that all the terms & conditions of IIM Visakhapatnam are acceptable to me / us.
7. I/We agree that the payment will be made after delivery, acceptance and installation is acceptable.

Signature with seal & Name _____

APPLICATION FOR REGISTRATION OF VENDORS FOR SUPPLY OF ITEMS / SERVICES - IIM VISAKHAPATNAM		
1	Name of the Contractor/ Company/ Establishment/ Firm	
2	Brief Description of business of your company	
3	Type of services/items your company supplies	
4	Whether Proprietorship/ Partnership/ Limited Company/ PSU/ Others.	
5	Registered Address:	
6	Name of the Proprietor / Managing Partner / Managing Director / Promoter Designation & Nationality	
7	Address for correspondence Tele No./Mobile No Email :	
8	No. of years of experience in relevant field	
9	Whether registered with any State / Central /PSU Organizations (Documentary Proof to be enclosed)	Yes/No
10	MSME/NSIC Registration Details if any	
11	Are you a registered vendor in GeM (Govt. e Marketplace)	
12	Whether the firm possess any quality control certifications/ or or any other Certifications	Yes / No (if yes, please specify the details and enclose documentary proof)
13	Details of registration Company: Regn. certificate under Company's Act 1956. Partnership: Registered Partnership Deed. Proprietorship: No separate registration required.	(Copy of the relevant certificate needs to be enclosed)

14	Trade License	<i>(Copy of the relevant certificate needs to be enclosed)</i>
15	If Partnership, whether the deed of partnership is registered	Yes / No
16	PAN details <i>(Copy of PAN card to be enclosed)</i>	Enclosed / Not Enclosed
17	GST No.	Enclosed / Not Enclosed /Not Applicable
18	EPF registration details if any <i>(Copy of valid certificate to be enclosed. Justification should be given if not applicable)</i>	Enclosed / Not Enclosed /Not Applicable
19	ESI registration details <i>(Copy of valid certificate to be enclosed. Justification should be given if not applicable)</i>	Enclosed / Not Enclosed /Not Applicable
20	Turn Over details.	Amount in Rs.
	Previous Year	
	One Year before the previous year	
	Two Years before the previous year	

DECLARATION

* I/ We certify that I/ We will not get myself/ ourselves registered as vendors in IIM Visakhapatnam more than one name.

* I / We hereby declare that all the information provided by me/us in this application form is true and correct to the best of my / our knowledge and belief. I / we understand that in case any of the information provided herein is found to be wrong, my / our firm will be disqualified from this registration process.

Place:

Signature of the Vendor

Date:

Stamp of the establishment