



# GANGADHAR MEHER UNIVERSITY


## AMRUTA VIHAR, SAMBALPUR

No. 125 / GMU

Date 13/01/2024

### Expression of Interest (EoI) for Empanelment of Vendors for Supply of various items/services

Gangadhar Meher University, Sambalpur invites Expression of Interest (EoI) from reputed Manufacturer(s)/ Authorised Dealer(s)/ Distributor(s)/ Supplier(s) for Vendor Registration and Empanelment for supply of various items/offering services i.e. Accommodation for guests, supply of Tea, Snacks & water, Seminar gifts for guests, Tent and Decorator, Travel Agency, Office stationary suppliers, Flower decorators, catering services, Printing services, Photography and Videography services, etc as provided in the prescribed format. Interested vendor(s) may download the prescribed application form from the official website [www.gmuniversity.ac.in](http://www.gmuniversity.ac.in) and the EoI same along with the requisite documents must reach to the Office of the Registrar, Gangadhar Meher University, Sambalpur in sealed envelopes through Speed Post/ Regd. Post/ Courier by 22.01.2026.


  
Registrar 13/01/24  
Gangadhar Meher University  
Sambalpur

Memo No. 126 / GMU

Date 13/01/2024

Copy to:

1. PA to VC/ PA to Registrar/ Comptroller of Finance/ Dy. Registrar and Nodal Officer, PM-USHA/ PM-USHA File for information and necessary action.
2. System Manager, G.M. University for information and necessary action. He/ She is also requested to publish the notice along with all enclosures in official website with immediate effect.

  
Registrar 13/01/24  
Gangadhar Meher University  
Sambalpur

## **Registration / Empanelment of Vendor(s)**

Gangadhar Meher University, Sambalpur intends to register/empanel the firm(s)/companies who are in the business of manufacturing, stocking, supplying and/or marketing of goods offering services of specified categories/brands.

The main object of registration of firm(s)/agencies as approved vendor(s) is to have a broad-based panel of technically capable, financially sound and reliable sources of supply of items/materials and services to which enquiries can be made for the Institutional purchases/services.

### **Eligibility for Registration/ Empanelment:**

All firms/agencies, who are in the business of manufacturing, authorized distribution/dealership and supply of items/offering services are eligible for registration if suitable, subject to specific conditions or restrictions stipulated in this document.

### **The firms registered with G.M. University will be entitled to the following benefits:**

- Tender enquiries against demands which are not advertised for the tender documents will be sent to the registered firms/empaneled vendors.
- Rate Contracts and Running Contracts are generally awarded to registered firms.

### **Screening of applications**

Preliminary screening of application(s) of firm(s)/vendor(s) for short listing purpose would be examined by the concerned authority. All applications shall be grouped in the following:

#### **Manufacturers:**

- Leading Public Sector Manufacturers
- Manufacturers other than PSU
- Small Scale Units

#### **Suppliers:**

- Authorized Distributor/ Dealers
- Traders/ Local Suppliers
- Service providers

### **Empanelment / Registration Procedure**

#### **Procedure for empanelment of vendor(s) with Gangadhar Meher University, Sambalpur**

The applicant(s) should clearly read all the pages of the document(s). Correct / relevant information / data have to be furnished by the vendors.

The Service provider(s) / supplier(s) should make sure that before applying for a particular type of Category, the vendor(s)/firm(s) shall have to fulfil the required eligibility criteria & experience for that category of work / item.

**Interested vendor(s)/firm(s) shall have to enclose a Demand draft of Rs.500.00 (Rupees Five Hundred only), which is non-refundable, as application fee with the application form in favour of the Comptroller of Finance, Gangadhar Meher University, Sambalpur. The application form without demand draft is to be rejected.**

**The vendor(s)/firm(s) shortlisted for the empanelment shall have to deposit an amount of Rs. 5,000.00 (Rupees Five Thousand) only as Security Deposit for that registration term/period.**

Declaration form must be enclosed with the application form given in **ANNEXURE – I**.

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

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” and sent to **Gangadhar Meher University, Sambalpur**. The following essential document(s) (whichever is applicable) should be attached along with the registration form:

- GST / TIN No.
- Trade License; Factory License.
- Permanent Account No. (PAN)
- Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. if any.
- Current dealership certificate.
- Annual Turnover Certificate for the last 3 (three) years.
- Bank Details.
- Relevant ISO certificate, if any.

A notarized certificate that the vendor hasn't been blacklisted by any institution of the Central/ State government / any PSU etc. in the past 3(three) years should be submitted.

On receipt of the registration form along with the requisite documents as mentioned above, the supplier shall be registered with **Gangadhar Meher University, Sambalpur** after Scrutiny.

The firm(s)/vendor(s) will be considered for registration/ empanelment for an initial period of 01 (one) year and their registration will be considered for renewal as per the official procedure for another 01 (one) year or so, at a time subject to satisfactory performance of the firm during the initial registration period.

**Registration Certificate:** The firm(s)/vendor(s) approved for registration for one and more categories of materials shall be allotted a Registration Number along with Vendor Trade Group/ Category No.

**Renewal of Registration:** Renewal of registration shall be done for a further period of 1 (one) years based upon the performance of firm(s)/vendor(s) during the last year. Vendors seeking renewal shall submit a fresh application form, 3 (three) months prior to expire of the validity of registration. The application form shall have to be duly filled in with the requisite details/information along with necessary documents.

**Pre-mature Termination of Registration: Premature termination of registration of vendor may be done with the approval of competent authority on unsatisfactory performance:**

- If the vendor is non-responsive against tender enquiries or on account of its-
- The performance of vendor is rated below the minimum acceptable level during the evaluation process and no improvement is observed in spite of a notice to this affect.
- Vendor fails to respond to 3 (three) consecutive tender enquiry within the range of product for which it is registered.
- Vendor fails to execute the order.
- Vendor no longer has the technical staff or equipment considered necessary for executing the tendered work.
- Vendor is declared bankrupt or insolvent or its financial position has become unsound, or in case of public limited company, it is wound up or taken into liquidation.
- Vendor fails to furnish Income Tax Clearance Certificate or any other document when called for.
- If they fail to abide by the Terms and Conditions of the registration or fail to supply the goods on time or supply sub-standard items/goods or make any false declaration to the Institute or for any other grounds which, in the opinion of the District Commissioner, is considered to be against the public interest.
- The integrity of vendor is suspected.

**Banning of vendors for future business dealing:**

This shall be done in case unethical business practice is established or furnishing wrong information, false/ manipulated documents or the vendor is charged by any government agency (like CBI, ED etc.) for an offence against Government regulation and subsequently prosecuted in the court of law. Banning orders shall also indicate names of all partners, directors etc. of the company/firm and its allied/ sister concerns, if any.

**Revocation of Pre-mature Termination of Registration:** Pre-mature termination can be reviewed and revoked by competent authority, if it is of the opinion that disability already suffered is adequate in the circumstances of case. Such review may be carried out on specific representation from the vendor with categorical assurance of not repeating the circumstances under which registration was terminated.

Registration of Vendors does not confer any right on the vendor(s)/firm(s) to claim order or tender enquiry.

**Terms & Conditions for Vendor Registration / Empanelment as a Supplier**

**General Clause:**

The said registration, only qualifies a particular vendor/firm for consideration to issue tender papers in case of limited tenders for relevant category only for which vendor is registered /empaneled. However, this will not give any claim to the party for award of work/ purchase order.

Gangadhar Meher University, Sambalpur reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of the Gangadhar Meher University, Sambalpur., in respect of registration of parties for various categories of work / items shall be final & binding on all concerned registered firms / vendors in the panel of Gangadhar Meher University, Sambalpur.

Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms and keep the District Commissioner informed of new products/developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

Two-part tendering is done where technical screening/clear technical specifications are not available. In such cases, vendors will be asked to submit both techno commercial and price bids separately. Price bids of technically accepted bids only will be opened.

In case of empaneled vendor/firm is found in breach of any terms & condition(s) of GANGADHAR MEHER UNIVERSITY, SAMBALPUR or supply/work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and Security Deposits shall be forfeited by Gangadhar Meher University, Sambalpur besides debarring and blacklisting the vendor concerned for at least 3 (three) years, for further dealings with Gangadhar Meher University, Sambalpur.

The vendor/firm should not assign or sublet the empanelment or any part or it to any other vendor/firm in any form. Such actions shall result in termination of empanelment.

All registered firm(s)/vendor(s) are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.

In all future correspondence with Gangadhar Meher University, Sambalpur, empaneled vendor(s)/firm(s) are required to quote the Registration No.

The GANGADHAR MEHER UNIVERSITY, SAMBALPUR reserves the rights to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reason(s) for the same.

**Price Variation/ Best-Price Clause:**

If the registered vendor(s)/firm(s) sell any item(s) to any other Department / Organization at a price lower than the price agreed for Gangadhar Meher University, Sambalpur, the vendor must voluntarily pass on the price difference to Gangadhar Meher University, Sambalpur with immediate effect.

**Indemnity:**

The selected vendor shall indemnify the GANGADHAR MEHER UNIVERSITY, SAMBALPUR and user departments against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied item(s) and related services or any part thereof Gangadhar Meher University, Sambalpur stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

All disputes in this connection shall be settled in Sambalpur jurisdiction only.

**Purchase through Gem Portal:**

The Gangadhar Meher University, Sambalpur reserves the right to purchase any item or service from GeM portal from suppliers/ service providers including but not limited to the vendors empaneled with the o/o the Registrar, Gangadhar Meher University, Amruta Vihar, Sambalpur.

**DECLARATION**

(This declaration should be completed by the proprietor, partner, Director and/ or authorized signatory, who has the authority to do so and must be enclosed with the application on the Vendor's/Firm's Company's Letter Head)

I/we.....

..... declare and confirm that the information furnished and attachment(s) submitted with the application are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my/our application for registration. I/we shall be bound by the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given. I/we undertake to communicate promptly with the authority of the Gangadhar Meher University, Sambalpur if any changes in the conditions or working of the firm take place.

Date:

Place: Signature

Name: Designation:  
Vendor/Firm/Company Seal



Date:

**Form for Registration of Vendors**

Name of the Company/Vendor :

a) Head Office / Registered Office :

Telephone No. :

Email :

Web site (if any) :

Date of Establishment :

b) Branch Office in Sambalpur :

If any

Telephone No.: Fax. No. :

E. Mail :

Name of Chief Executive /

Proprietor / Office head :

Telephone No. :

Email :

Name of contact person :

Telephone No. :

Email :

**Type of Organization**

Proprietary	<input type="checkbox"/>	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	
Private Limited Company	<input type="checkbox"/>	
Public Limited Company	<input type="checkbox"/>	
Public Sector	<input type="checkbox"/>	

**Documents to be enclosed**

Trade License
Partnership Deed, Trade License
Memorandum of Article
Certificate of Registration
Trade License

**Nature of Business**

Manufacturing	<input type="checkbox"/>	Service	<input type="checkbox"/>	Dealership	<input type="checkbox"/>
Stockiest	<input type="checkbox"/>	Agent	<input type="checkbox"/>	Branch Office Others	<input type="checkbox"/>
Repair & Maintenance	<input type="checkbox"/>	Fabrication	<input type="checkbox"/>	Rental Service	<input type="checkbox"/>



**Class / Type of Product / Materials Manufactured / Sold / Serviced/ Fabricated/Supplier :**

Main category	Sub Catagory	Quoted Price
Gift Items	Uttariya	
	Sambalpuri gamocha	
	Sawl	
	Memento	
	Others	
Tent & Decorator	Bulb	
	Ceiling Fan	
	Wall Fan	
	Standing Air Conditioner	
	Pagoda	
	Grass Carpeting	
	Red Carpeting	
	VIP Sofa	
	VIP Chairs	
	Cushioned Chairs	
	Plastic Chairs	
	Plain Tables	
	Light	
	Extension board	
	Decorated lights	
	Generator	
	Sound system	
	Others	
Transportation (Rental)	Innova	
	Sedan	
	Bus	
	Luxury cars	
Printing, Branding & Fixing	Flex (per sq ft)	
	Banner (per sq ft)	
	Standee (per sq ft)	
	Handy flags/banner (per sq ft)	
	Letters/cards	
	others	
Accommodation	Presidential Suite	
	Suit Rooms	
	VIP Rooms	
	Luxury Rooms	
	Deluxe Rooms	
	Single occupancy rooms	
	Dormitory/ barracks	
Food	<b>Breakfast</b>	
	Idli (3 pcs.)	
	Dosa (1 pcs.)	
	Samosa (1 pcs.)	

	Bada (1 pcs.)	
	Upma (1 serve)	
	<b>Lunch (Veg)</b> (Rice, Dal, Mix Veg, Khata, Vegetable Chips, Salad & water)	
	<b>Special Lunch (Veg)</b> (Rice, Dal, Mix Veg, Paneer, Khata, Vegetable Chips, Salad, papad, Khiri & water)	
	<b>Lunch (Non-Veg)</b> (Rice, Dal, Chicken, Mix Veg, Khata, Vegetable Chips, Salaad & water)	
	<b>Special Lunch (Non-Veg)</b> (Rice, Dal, Mutton, Mix Veg, Khata, Vegetable Chips, Salad, Papad, Khiri & water)	
	Dinner (Veg/ Non Veg)	
	Tea (1 cup)	
	Coffee (1 cup)	
	<b>others</b>	
Flower Decoration, Rose petals, Garlands, wreath etc.	Flower Decoration	
	Rose petals	
	Single Rose	
	Reath big size	
	Reath medium size	
	Garlands	
	Flower Bouquet	
	Others	
Office Stationery	Sambalpuri design Meeting Folder	
	Plastic Meeting Folder	
	Jute Meeting Folder	
	Note pad	
	Battery (remote/pencil)	
	Paper (A4/FS size)	
	Toner Catridge	
	Pen stand	
	Pen	
	Duplicating paper	
	Stapler	
	Colin	
	Envelope (A4/ FS size)	
	File cover (with printing)	
	Others (please specify below)	
Photography and Videography	Videography	
	Photography	
	Digital documentation	
	Social media campaign	

Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Balance Sheet for last Three years)

2022-23 :

2023-24 :

2024-25 :

Registration document for Commercial business (Enclose Attested Copy wherever Applicable)

GST Regn. No. :

TIN No. :

Trade License No. :

Service Tax Regn.No. :

PAN No. :

Details of Major Customers

Names of Autonomous institutions/ Government departments / Major Public sector undertakings / Research and Development institutions where your firm is registered.

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Details of Registration fee (Rs.500/- payable in favour of the Comptroller of Finance, Gangadhar Meher University & payable at UCO Bank, Budharaja Branch)

D.D. No. : Date:

Bank:

### **DECLARATION BY VENDOR**

I confirm that the information furnished are correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief Executive) Name .....

(In Capital Letter)

Place: ..... (Seal of Vendor)

Date: .....

