



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, भुवनेश्वर

(परमाणु उर्जा विभाग, भारत सरकार का एक स्वयं शासित संस्थान)

**NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHUBANESWAR**

(AN AUTONOMOUS INSTITUTE UNDER DEPT. OF ATOMIC ENERGY, GOVT. OF INDIA)

Jatni, Dist - Khurda, Pin-752050, Website: [www.niser.ac.in](http://www.niser.ac.in)

**APPLICATION FOR EMPANELMENT OF CONTRACTORS FOR  
COMPUTER CENTER WORKS AT NISER, JATNI CAMPUS.**

Name of the Applicant: M/s.

Last date of submission: **21/08 /2017**

**NISER**

**BHUBANESWAR**

**TO BE SUBMITTED TO:**

**Scientific Officer- E (Computer),  
Computer Centre, NISER  
At/Po: Jatni, Khurda  
Odisha  
Pin: 752050**

## C O N T E N T S

<b>Sl. No.</b>		<b>DESCRIPTION</b>	<b>PAGE NO.</b>
<b>1.0</b>		<b>Notice Inviting Application for Empanelment</b>	<b>3 – 5</b>
<b>2.0</b>		<b>Terms and Conditions</b>	<b>6 – 7</b>
<b>3.0</b>		<b>Application Form</b>	<b>8 -10</b>
<b>4.0</b>		<b>Annexures</b>	<b>11</b>
	<b>4.1</b>	<b>Annexure - 1 (Details of Director/Partner/Proprietor)</b>	<b>12</b>
	<b>4.2</b>	<b>Annexure - 2 (Details of Banker's)</b>	<b>13</b>
	<b>4.3</b>	<b>Annexure - 3 (Details of Registration)</b>	<b>14</b>
	<b>4.4</b>	<b>Annexure - 4 (Particulars of Work Executed)</b>	<b>15</b>
	<b>4.5</b>	<b>Annexure - 5 (Particulars of Work In Hand)</b>	<b>16</b>
	<b>4.6</b>	<b>Annexure - 6 (Details of Key Personal)</b>	<b>17</b>
	<b>4.7</b>	<b>Annexure - 7 (Details of Equipment / Machinery)</b>	<b>18</b>
	<b>4.8</b>	<b>Annexure - 8 (Financial Statement)</b>	<b>19</b>
	<b>4.9</b>	<b>Annexure - 9 (Pro-forma for Client's Certificate)</b>	<b>20</b>
	<b>4.10</b>	<b>Annexure - 10 (Declaration)</b>	<b>21</b>
<b>5.0</b>		<b>List of Documents to be submitted</b>	<b>22</b>



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**NOTICE INVITING APPLICATION**

Director, NISER invites sealed applications in prescribed format for “Empanelment of Contractors for installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals at NISER, Jatni campus”

**NIT No. NISER/ CC/Services/2017/006, Dated: 21.08.2017**

Name of the Work: - Empanelment of Contractors for installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals at NISER campus, Jatni.

Cost of work up to	:	Rs. 5,00, 000.00
Security Money	:	Rs.5,000.00
Validity	:	3 (Three) Years
Cost of application (non-refundable)	:	Rs. 500.00 (Rupees Five Hundred Only)

Application document can also be downloaded from the institute’s website <http://www.niser.ac.in> up to 3.00 PM on 21.08.2017.

**The Contractors who have already empanelled for the Computer Centre Works, need not apply.**

Last date of receipt of application: **21<sup>st</sup> August 2017 up to 3.30 PM**

Registrar  
(NISER)



राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, भुवनेश्वर  
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## 1.0 NOTICE INVITING APPLICATION FOR EMPANELMENT

National Institute of Science Education & Research (NISER), is an autonomous Institute working under the purview of Department of Atomic Energy, Govt. of India, situated at Jatni, Khurda, Odisha.

Director, National Institute of Science Education & Research (NISER) invites applications for empanelment of contractors from the firms those who have worked for DAE or its Organizations or Govt. /Semi Government organizations as contractors for installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals at National Institute of Science Education & Research (NISER), Jatni.

### 1.1 SCOPE OF THE WORK:

The empanelled contractors have to carry out all installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals at NISER campus, Jatni costing up to **Rs. 5 Lakh**, at NISER campus, on selection. They will also have to supply spares and materials as and when required for repairing and installation works.

For the works costing more than Rs. **5 Lakh**, an open tender will be called and for such tenders, the Empanelled contractors under this process meeting the stipulated criteria of tender can also participate.

### 1.2 ELIGIBILITY CRITERIA:

Prospective agencies will be required to fulfill following criteria for participating in the tendering process.

- The Firm / Contractor should have worked for Government / Semi Government organization like CPWD/Sate PWD/MES/Railways, Semi Govt. Organizations and other Autonomous bodies under Government of India/State Governments as contractor.
- The Firm / Contractor shall be registered with Income Tax and Service Tax Department as per Govt. rules & regulations.
- The Firm / Contractor should have average annual turnover (gross) of at least **Rs. 1,50,000/-(Rupees One Lakh & Fifty Thousand Only)** for the last three consecutive financial years ending on 31.03.2017.

- d) The contractor should have carried out similar type of works during last five years as below:
- i. Three installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals costing not less than 2, 00,000/- or
  - ii. Two installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals costing not less than 3, 00,000/- or
  - iii. One installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals costing not less than 4, 00,000/-

### **1.3 ISSUE OF APPLICATION FORM:**

The application form for empanelment shall be downloaded from the NISER website <http://www.niser.ac.in>. The Demand Draft of **Rs. 500/-** drawn in the name of “Finance Officer, NISER”, payable at Bhubaneswar, towards the cost of application form should be enclosed along with the submission.

### **1.4 SUBMISSION OF APPLICATION:**

The completed empanelment document shall be submitted to **The Scientific Officer-E (Computer), Computer Centre, At/Po: Jatni, Khurda, Pin: 752050, Odisha**, on or before **03:30 PM on 21<sup>st</sup> August 2017** and the same will be opened at **04:00 PM on 21<sup>st</sup> August, 2017**.

Director, NISER reserves the right to accept the offer in full or in parts or reject summarily or partly without assigning any reason(s) thereof.

**Registrar  
(NISER)**

## **2.0 GENERAL TERMS AND CONDITIONS**

- 2.1** Application form for empanelment shall be submitted in a sealed envelope super scribing thereon **“Application for Empanelment of Contractors for installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals at NISER campus, Jatni”**.
- 2.2** The application shall be submitted strictly in the prescribed format along with supporting documents.
- 2.3** The application shall be signed by the authorized person/s on behalf of the applicant organization by enclosing an Authority Letter / Power of Attorney.
- 2.4** If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet.
- 2.5** Application containing false and / or incomplete information is liable for rejection.
- 2.6** If any information or details furnished by applicants are found to be false at any time in future, the empanelment of such applicant will be cancelled immediately.
- 2.7** The Bidder should sign each page of the application.
- 2.8** Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting.
- 2.9** NISER may approach / visit the contractor’s clients to verify contractor’s general reputation / Competence.
- 2.10** Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.
- 2.11** The applicant has to submit the Client’s Certificate as per Annexure-8, from at least two of their clients mentioned in the list of work executed.
- 2.12** Decision of the Director, NISER in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post.
- 2.13** The empanelment of a contractor at NISER shall only entitle him to be considered for issue of tender paper. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
- 2.14** Generally, the routine works at NISER will be awarded by calling competitive quotations /  
Tenders from the empanelled contractors.

- 2.15** NISER reserves the right to call open tenders in which agencies not empanelled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the Empanelled contractors under this process meeting the stipulated criteria of tender can also participate.
- 2.16** The empanelment shall be valid for a **minimum period of 3 years**.
- 2.17** The contractors who would be empanelled are required to deposit **Rs.5,000/- as security deposit**. Such deposit does not carry any interest and it will remain with the Institute till the validity period of the empanelment.
- 2.18** **The empanelled firm is required to keep the Institute updated about the change of address, change of the Management, updating of License Validity Period, VAT Clearance Certificate etc. from time to time within one month of the change with valid proof failing which the name of the firm will be removed from list of NISER empanelled contractors.**
- 2.19** The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement/application.
- 2.20** NISER may remove the name of the firms from the empanelled list if the contracting firm, has, on more than one occasion failed to execute a contract or has executed it unsatisfactorily or is proved to be responsible for construction defects in two or more works; or persistently violates any important conditions of the contract; or does not start the work after the same is awarded to him on three occasions.
- 2.21** After opening of the application, all applicants should check the NISER website. Shortlisted applicants have to produce the original certificates/documents on designated date and time failing which their application will not be considered.
- 2.22** The applicant shall visit institute website <http://www.niser.ac.in> regularly for any updates related to “Empanelment of Contractors for installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals at NISER campus, Jatni”. No other mode of communication will be made by institute.
- 2.23** The Director, NISER reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

Registrar  
(NISER)

To

The Director  
NISER  
Jatni

**Ref: Application for Empanelment of Contractor for installation and repairing works regarding computer networking, desktop, laptop, printer, scanner and other computer peripherals**

Dear Sir,

I / we have read and understood the instructions and the Terms & Conditions mentioned in the application form. I / we do hereby declare that the information furnished in the application and the supplementary sheets are correct to the best of my knowledge and belief.

Signature of applicant with seal

Name:

Designation:

Address:

Place

Date:



**3.0 INFORMATION TO BE FURNISHED FOR EMPANELMENT OF CONTRACTORS FOR INSTALLATION AND REPAIRING WORKS REGARDING COMPUTER NETWORKING, DESKTOP, LAPTOP, PRINTER, SCANNER AND OTHER COMPUTER PERIPHERALS AT NISER CAMPUS, JATNI**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Contracting Firm	
2	Postal Address	
3	Contact Details Telephone, Email address(E-mail is compulsory)	
4	Year of Establishment	
5	Nature of Company Proprietorship/Partnership/ Private Ltd. Etc.	
6	Name of the Director/Partners/Proprietor	To be filled in Annexure – 1
7	Name and Address of the Bankers	To be filled in Annexure – 2
8	Registration with Tax Authorities	To be filled in Annexure – 3
9	Registration with Govt. Organization / Statutory bodies such as CPWD / PWD / MES etc. (if any)	To be filled in Annexure – 3
10	List of major projects executed during the last 5 years by the applicant	To be filled in Annexure – 4
11	List of major projects under execution by the applicant	To be filled in Annexure – 5
12	List of Key Personnel	To be filled in Annexure – 6
13	List of Major Equipment / Machinery Owned	To be filled in Annexure – 7

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
14	Audited Balance Sheet with profit & loss statement for last 3 years	To be filled in Annexure - 8
15	Give details if at present involved in similar type of contracts	
16	Details of litigation involved during execution of contract in the past 5 years	
17	Details of civil suit, if any, that arose during execution of contract in the past 5 years	
18	Certificates from clients (Attested copies)	As per pro-forma given in Annexure – 9
19	Declaration	As per pro-forma given in Annexure – 10 (On Applicant's Letter Head)

**Signature**

**Name**

**Seal of the Firm**

## **4.0 ANNEXURES**

**Annexure-1**

**4.1 DETAILS OF DIRECTOR / PARTNER / PROPRIETOR**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Key Experience</b>

**Annexure-2**

**4.2 BANKER'S DETAIL**

<b>Sl. No.</b>	<b>Name of the Banker</b>	<b>Address of the Banker</b>	<b>Type of Account</b>	<b>Over Draft Limit</b>

### **Annexure-3**

#### **4.3 DETAILS OF REGISTRATION**

<b>Sl. No.</b>	<b>Name of Organization / Department</b>	<b>Registration No.</b>	<b>Date &amp; year of Registration</b>	<b>Valid Up to</b>
<b>1</b>	Registrar of Companies / Firms for Constitution			
<b>2</b>	Income Tax Department (Mention PAN No.)			
<b>3</b>	Service Tax Department			
<b>4</b>	TIN / VAT Registration			
<b>5</b>	CPWD (if any)			
<b>6</b>	PWD (if any)			
<b>7</b>	MES (if any)			
<b>8</b>	Railways (if any)			
<b>9</b>	GST NO.			
<b>10</b>	Others, if any			

**Annexure-4**

**4.4 PARTICULARS IN RESPECT OF WORK EXECUTED AND MATERIALS SUPPLIED**

<b>Sl. No.</b>	<b>Name of the work</b>	<b>Name &amp; Address of the Owner</b>	<b>Value of work Executed &amp; materials supplied</b>	<b>Stipulated time of Completion</b>	<b>Actual time of Completion</b>	<b>Month and Year of Completion</b>

**Annexure-5**

**4.5 PARTICULARS IN RESPECT OF WORK IN HAND**

<b>Sl. No.</b>	<b>Name of the work</b>	<b>Name &amp; Address of the Owner</b>	<b>Value of work &amp; materials supplied</b>	<b>Stipulated time of Completion &amp; Delivery</b>	<b>Present stage of work &amp; delivery</b>



**Annexure-6**

**4.6 DETAILS OF KEY PERSONAL PERMANANTLY EMPLOYED**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>

**Annexure-7**

**4.7 DETAILS OF EQUIPMENT / MACHINERY**

<b>Sl. No.</b>	<b>Name of Equipment</b>	<b>Year of Manufacture</b>	<b>Quantity Available</b>

**Annexure-8**

**4.8 FINANCIAL STATEMENT**

<b>Sl. No.</b>	<b>Financial Year</b>	<b>Turnover of the Firm (in Rs.)</b>	<b>Profit / Loss (in Rs.)</b>
<b>1</b>	2014 – 2015		
<b>2</b>	2015 – 2016		
<b>3</b>	2016 – 2017		

## **Annexure-9**

### **4.9 PROFORMA FOR CLIENT'S CERTIFICATE OF PERFORMANCE**

Name & Address of the Client: \_\_\_\_\_

Details of Work Executed By: M/s \_\_\_\_\_

<b>Sl. No.</b>	<b>Particulars</b>	<b>Remark</b>
<b>1</b>	Name of the Work with brief particulars	
<b>2</b>	Date of commencement of work & delivery	
<b>3</b>	Stipulated date of completion	
<b>4</b>	Actual date of completion	
<b>5</b>	Work order/Purchase Order value	
<b>6</b>	Value of Actual work done	
<b>7</b>	Did contractor go for Arbitration?	Yes / No
<b>8</b>	Quality of Work	Very Good / Good / Satisfactory / Poor
<b>9</b>	Technical Proficiency	Very Good / Good / Satisfactory / Poor
<b>10</b>	Financial Soundness	Very Good / Good / Satisfactory / Poor
<b>11</b>	Mobilization of adequate Equipment	Very Good / Good / Satisfactory / Poor
<b>12</b>	Mobilization of adequate Manpower	Very Good / Good / Satisfactory / Poor
<b>13</b>	General Behavior	Very Good / Good / Satisfactory / Poor

**Signature of the Reporting  
Officer with Office Seal**

**Signature of Applicant**

## **Annexure-10**

### **4.10 DECLARATION**

I / We (including all partners) certify that I / We have read and understood the instructions and the Terms & conditions mentioned in the application form and shall abide them.

I / We certify that the information given in the application is true to the best of my knowledge and belief. I / We also understood that if any of the information is found wrong, I am / We are liable to be debarred.

I / We agree that the decision of the Director, NISER in selection of contractors will be final and binding to me / us.

I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.

**Signature**

**Name**

**Seal of the Firm**

## **Annexure-5.0**

### **LIST OF DOCUMENTS TO BE SUBMITTED**

1. Duly filled Application form along with **Annexures – 1 to 9**
2. Profile of the Firm
3. Details of Constitution of the firm and it's registration certificate
4. Power of Attorney / Letter of Authorization for authorized signatory
5. Audited balance sheet with profit & loss statement in support of **Annexure – 8**
6. Copy of registration certificates in support of **Annexure – 3**
7. Demand draft of Rs. 500/- in favor of "Finance Officer, NISER".
8. Copies of Work order, completion certificate etc. in support of **Annexure – 4 & 5**