



भैतिकी संस्थान, भुवनेश्वर

**Institute of Physics, Bhubaneswar**

परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त अनुसंधान संस्थान

**(An Autonomous Research Institute of Department of Atomic Energy, Govt. of India)**

**No: 37/2018-19**

**Date: 04.06.2018**

**Expression of Interest Notice**

Institute of Physics, Bhubaneswar invites application for empanelment of vendors/Agencies for supplying of Machinery, Electrical equipments, Furniture, Computer, Laboratory Equipments, Lab Chemicals, Laboratory Gases, Printer & Computer accessories, Advertising & Printing Services, Office Stationery items, etc.

Last Date & Time of Submission of EOI: June 28, 2018, 3.00 PM

For details, please log on [www.iopb.res.in](http://www.iopb.res.in)

Sd/-  
Registrar



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(An Autonomous Research Institute of Department of Atomic Energy, Govt. of India)

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF VENDORS FOR SUPPLY OF “GOODS & SERVICES”**

IOP, Bhubaneswar invites expressions of interest for empanelment of Vendors for supplying any (one or more) of the following categories of items:

Code No.	Category	Particular / Name Of Item	Manufacturer(M) Authorized Agent(A) Retail Supplier (R ) Service Provider(S)
1	Machinery	i. <b>Mechanical Equipments, Machines</b> such as Workshop Machines: Drilling, Milling, Turning Machines etc ii. Tools, Accessories and Spare parts	
2	Electrical Equipments & Fittings	Electrical Engineering Equipments and Instruments, Power Generators, fittings, Compressor, Motor, Voltage Stabilizer, DG set, Inverters, UPS, Transformer, Vacuum Cleaner, Electrical Fittings etc.	
3	Scientific Laboratory Equipment's	<b>Laboratory Equipment's</b> and Sophisticated Research Equipment's for Physics Science	
4	Furniture	<b>Office Furniture: Seating and Storage Solutions.</b>	

		<b>Customized Furniture</b> for Class room, Laboratory, Auditorium, Hostel, Kitchen, Dining, Library furniture:.	
5	<b>Display Items</b>	Television, Projector, Display Boards, Screen, Classroom Interactive boards etc.	
6	<b>Electronic instruments /Items</b>	All Electronic instruments and items, apparatus except Computers and peripherals	
7	<b>Computer</b>	Computers, Workstations, Servers, Databank, HPC, Laptop, Peripherals such as UPS, Accessories except Output devises etc	
8	<b>Output Devices</b>	Printer, Fax machine, Copier, Scanner etc.	
9	<b>Laboratory and Scientific Equipment's</b>	Laboratory Equipment and Instruments for R &D purpose	
10	<b>Surveillance and Access Control System</b>	Camera(Still, CC, Video etc.), X-ray Inspection System, Laser detection System, Card Reader, RFID detection, Biometric equipment etc. with all accessories and fixtures etc.	
11	<b>Safety and Fire Fighting equipment's</b>	Laboratory/Workshop floor Safety(Hear, Eye gears, Body suits, Safety Shoes) items, Residential and Office safety items, Firefighting Equipment's(Hand held devises, Extinguishers, Hydrants, Dousers and accessories etc.	
12	<b>Stationery and office consumables</b>	Office Stationery, Computer Stationery, Classroom Stationery, Office Consumables etc.	
13	<b>Electrical installations &amp; Accessories</b>	Lamps & lighting Fixture, Decorative Lamps, meter , Distribution Board , LED Lights, Plug, Switch, Wire/ Cable, Electric Fitting/ Accessories etc. Fan (Ceiling/Table/Wall), Water Heater	

14	<b>Lab Consumables</b>	Chemicals, Gases, Glassware, Plastic ware etc.	
15	<b>Kitchenware</b>	i. Cooking and Storage and Packing Equipment : Canteen equipment and installations ii. Serving Items : Cutleries, Utensils, Dining Tables Tools and accessories,	
16	<b>Medical and Nursing Equipment and Consumables</b>	i. Medical Equipment : Diagnostic, treatment ii. Surgical Instruments and devices Consumables : Medicines, Dressing and nursing items	
17	<b>Automobiles</b>	Vehicles, Loading and Shifting vehicles, Earth movers, Pull carts, Material Handling Equipment's, Registered Green vehicles.	
18	<b>Communication System, Instruments and Devices</b>	Telephone instruments, EPABX, Wireless Equipment, devices, etc.	
19	<b>Sports Material</b>	All Sports Equipment and Materials, Fitness Kit/ Gymnasium items, Sports Apparels.	
20	<b>Uniform and Liveries</b>	Cloth and readymade items for Uniform, Apron, Liveries, etc.	
21	<b>Services</b>	<i>Printing and, Binding , Publication, Advertisements Services, Catering and Tent Services, Event Management Services: Stage, Audio- Visual etc. Courier ,Transport, Clarence Packing and Logistics Services, Insurance Services,Travel / Transport Serv.</i>	
22	<b>Other</b>	Any other Category of Items and Services left including miscellaneous Goods and Services.	Vendors may Specify

Interested vendors/Service Providers may submit their interest in the Pro-forma attached at Annexure-I, along with the following supporting documents in an envelope super scribed "**Expression of Interest for Empanelment of Vendors for supplying (Category)**":

### **ELIGIBILITY CONDITIONS:**

Please submit the below mentioned documents:

1. Copies of Registration Certificate of GST / TIN No.
2. PAN Card of the firm.
3. Registration Certificates with DGS&D/NCCF if any.
4. List of products along with specifications, make and model.
5. Current dealership agreement from Principal/Manufacturer along with SSI/NSIC certificate if any.
6. Audited Statement of Accounts for the last three financial years.
7. Affidavit/ undertaking of not being blacklisted by any Govt. Agency/ department.
8. List of clients presently being served (**IITS/ Educational Institutes/public sector/private sector/others separately in the last three years**) with Contact name & address with mobile no.
9. Bank Details on letter head along with cancelled cheque.
10. Offers should be accompanied by a **DD of Rs. 5000/- (refundable) in favour of "Director, Institute of Physics"** payable at Bhubaneswar towards the security deposit. The said deposit will be refunded on successful completion of empanel period. No interest will be paid on such deposit.
11. On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the IOP after Scrutiny.

### **TERMS & CONDITIONS:**

1. The vendor from the empanelled list winning specific quotation will be responsible for supplying the items of desired quality and quantity as and when required.
2. The validity of empanelment will be for two years.
3. The decision of IOP on both the empanelment and award of specific order shall be final and no queries or appeal for review shall be entertained.
4. IOP reserves the right to cancel the panel and a specific job at any time without assigning any reason, thereof.
5. IOP also reserves the right to restrict the opportunity to bid for a specific supply to a limited number of vendors in the panel.
6. The said registration, only qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor

is registered /empanelled. However, this will not give any claim to the party for award of work/ purchase order.

7. IOP reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of IOP, 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 IOP.
8. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IOP and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
9. 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.
10. This document is treated as a valid contract between IOP and Vendor, and adherence to all aspects of fair trade practices in executing the purchase orders/ work orders placed by IOP from time to time during the registration period.
11. In case of empanelled vendor is found in breach of any terms & condition(s) of IOP 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 EMD/Security Deposits shall be forfeited by IOP, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with IOP.
12. The vendor should not assign or sublet the empanelment or any part or it to any other vendor in any form. Failure to do so shall result in termination of empanelment.
13. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier.
14. In all future correspondence with IOP, empanelled vendors are required to quote the Registration No.

15. The IOP has all the rights reserved 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.
16. Incomplete expressions of interest or expressions not in proper format or received after the due date shall not be entertained.
17. Service Centers: Service Centre in Bhubaneswar as well as in major cities, operational for more than 3 years, may be given. For authorized distributor / OEM centers the vendor shall produce a copy of the valid agreement / undertaking from authorized distributor / OEM. On verification of the information, if at any time the furnished information is found incorrect the registration is liable to be cancelled and the firm may be black listed. & the EMD / SD will be forfeited by the Institute.
18. Price Variation Clause: During the validity of the empanelment including the extended period, if the vendor sells any empanelled item to any other department / Organization at a price lower than the price fixed for IOP, the vendor must voluntarily pass on the price difference to IOP with immediate effect.
19. Indemnity: The selected vendor shall indemnify the IOP 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 items and related services or any part thereof. IOP/ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfillment of the purchase orders.
20. Termination for Default: Default is said to have occurred i) if the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by IOP. ii) If the vendor fails to perform any other obligation(s) under the empanelment.
21. If the vendor, in either of the above circumstances, does not take remedial steps within a period of 30 days after receipt of the default notice from IOP (or takes longer period in spite of what IOP may authorize in writing), IOP may terminate the empanelment/ purchase order in whole or in part.
22. All disputes in this connection shall be settled in Bhubaneswar (Odisha) jurisdiction only.

Interested vendors may submit their applications superscribing "**Expressions of Interest for Empanelment of Vendors for supplying (Category)**" to The Registrar, Institute of Physics, Po:Sainik School,Bhubaneswar-751005 latest by **3.00 PM, JUNE 28, 2018**. The EOI Documents will be opened on the same day i.e. June 28, 2018 at 3.30 PM in the presence of vendors who wish to attend.

<b>Last Date &amp; Time of Submission of EOI:</b>	<b>June 28, 2018, 3.00 PM</b>
<b>Date &amp; Time of Opening of EOI :</b>	<b>June 28, 2018, 3.30 PM</b>

**Note:**

***Those vendors who interest to submit the application more than the one category should submit separate application for separate category material. Local suppliers will be given preference.***



**Institute of Physics, Bhubaneswar**  
**Registration of Vendors for Supplying Goods**  
*(Format for Expressions of Interest)*

Manufacturer  Authorized Dealer/Agent Retailer  Service Provider

*Firm's Name:*

\_\_\_\_\_

*Owner's Name:*

\_\_\_\_\_

*Full Postal Address:*

\_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State. \_\_\_\_\_ PIN

\_\_\_\_\_

*Email Address:* \_\_\_\_\_ *Website Address:*

\_\_\_\_\_

*Contact Person's Name:*

\_\_\_\_\_

*Contact No. :* \_\_\_\_\_ *Mobile No.:*

\_\_\_\_\_

*Fax No.:* \_\_\_\_\_ *Email id:*

\_\_\_\_\_

*GST / TIN No.Registration No. :* \_\_\_\_\_

*PAN of the firm:*

\_\_\_\_\_

*Product/Services being dealt by the dealer:*

\_\_\_\_\_

*Authorization Letter/Dealership Certificate:*

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*Current Bank Alc No. :*

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*(Statement of last twelve months should be enclosed)*

***Annual Turnover for last 3 years:***

*(Audited Statements of Accounts of last three financial Years should be enclosed)*

*List of the Clients (with Contact person, Mobile/ Tel No, Email) being served during the last three years:*

*Details of the DD:*

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*Signature with Seal:*

*Date:*

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**ANNEXURE-II**

**ACCEPTANCE CERTIFICATE**

I.....(designation).....,of  
(Name of the Company)..... hereby  
accept the above mentioned Terms & Conditions in toto for empanelment of  
Vendors for supplying “-----“. My tender/bid is complete  
and I submit my firm bid with due validity as required.

**Signature of the authorized person of  
the Bidder with Company Seal with date**