

தமிழ்நாடு மத்தியப்  
பல்கலைக்கழகம்



CENTRAL  
UNIVERSITY OF  
TAMIL NADU

தமிழ்நாடு கெந்திரிய  
விஸ்வவித்யாலய

ESTABLISHED BY AN ACT OF PARLIAMENT IN 2009

நீலக்குடிபரிசர்/Neelakudi Campus ,திருவாரூர்/Thiruvarur- 610 005

[estate@cutn.ac.in](mailto:estate@cutn.ac.in)

04366 277 466

Estate Section

**Id no: CUTNCVLEmpanelment20212202**

**Ref no:CUTN/ENGG/CVL/Empanelment/2021-22/02**

# **Empanelment of Vendors/Suppliers at** **Central University of Tamil Nadu,** **Thiruvarur**



தமிழ்நாடு கெந்திரிய விஸ்வவித்யாலயம்  
சंसदद्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित  
**CENTRAL UNIVERSITY OF TAMIL NADU**

(Established by an Act of Parliament, 2009)  
नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvarur- 610 005

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[estate@cutn.ac.in](mailto:estate@cutn.ac.in) 04366 277 466

**Empanelment of Vendors/Suppliers at  
Central University of Tamil Nadu, Thiruvarur**

01	Id no	:	<a href="#">CUTNCVLEmpanelment20212202</a>
02	Ref. no	:	<a href="#">CUTN/ENGG/CVL/Empanelment/2021-22/02</a>
03	Name	:	Empanelment of Vendors/Suppliers at Central University of Tamil Nadu, Thiruvarur.
04	Registration fee ( <i>Non Refundable</i> )	:	For Civil materials category: Rs.1000/-, For Electrical materials category: Rs.1000/-, For Garden materials category: Rs.1000/- ( <i>Note: A firm may apply for multiple category</i> ) ( In the form of Demand Draft drawn in favour of <b>Central University of Tamil Nadu</b> payable at <b>Thiruvarur</b> )
05	Validity of Empanelment	:	Three(03) years
06	Type of Empanelment (Works/Goods/Services)	:	Goods/ Supply of materials
07	Date of issue	:	17/03/2022
08	Last date & Time for submission of documents	:	07/04/2022 upto 03.00PM
09	Address for submission of application	:	<b>The Registrar</b> , Central University of Tamil Nadu, Neelakudi campus, Thiruvarur, Tamil Nadu - 610 005. <b>With a mark of kind attention to:</b> The Executive Engineer, Engineering section, CUTN, Thiruvarur.
• Bidders are advised to regularly check our website ( <a href="http://www.cutn.ac.in">www.cutn.ac.in</a> ) for any corrigendum/amendments. All pages should be signed by applicant. The document contains <b>1 to 15</b> pages.			

Registrar(i/c),

CUTN, Thiruvarur



# तमिलनाडुकेन्द्रीयविश्वविद्यालय

## CENTRAL UNIVERSITY OF TAMIL NADU

संसदद्वारापारितअधिनियम2009 केअंतर्गतस्थापित

(Established by an Act of Parliament, 2009)

नीलक्कुड़ीपरिसर/Neelakudi Campus ,तिरुवारूर/Thiruvarur- 610 005

Estate Section

[estate@cutn.ac.in](mailto:estate@cutn.ac.in)

04366 277 466

### **Empanelment of Vendors/Suppliers at Central University of Tamil Nadu, Thiruvarur**

Central University of Tamil Nadu, Thiruvarur invites tenders for registration/empanelment of Vendors/Suppliers in sealed envelope for supplying of different category of materials at Central University of Tamil Nadu (CUTN), Thiruvarur. The tender Document can be downloaded at free of cost from the website [www.cutn.ac.in](http://www.cutn.ac.in).

#### **INSTRUCTION TO VENDORS/SUPPLIERS FOR REGISTRATION/EMPANELMENT**

The main object of registration/empanelment of the Vendors/Suppliers as approved vendor is to have a broad based panel of technically capable, financially sound and reliable sources of supply to which enquiries can be addressed for the University purchases.

#### **Category wise list of materials:-**

**TABLE-A**

Sl. No	Category	Category code	List of materials required to be supplied
<b><u>I. Civil Items</u></b>			
1	Construction Materials	C01	All type of construction materials such as Cement, Steel, Brick, M.Sand, P.Sand, River sand, Aggregate, gravel, good earth, etc.
2	Painting items	C02	All kind of Paints & Painting materials such as Distemper, Emulsion, Primer, Putty, Stainers, Synthetic enamel, Water proofing chemicals, Epoxy items, Retrofitting items etc.
3	Carpentry items	C03	All kind of Carpentry materials such as Plywood, Wood, Nail, Hinges, wire mess, wood beading, pad lock, Tower bolt, etc.
4	Water Supply items	C04	All type of Water supply items such as PVC,CPVC,UPVC, PPR, GI pipes and fittings, RO water can, Motors and pumps, etc.
5	Sanitary items	C05	All kind of Sanitary items such as Tap, Health facet, connection hose, waste hose, wash basin, Urinal, IWC, EWC, etc.
6	Curtain items	C06	All type of Curtain items such as Vertical Blinds, Curtains(Window & Door), Door screens, Curtain rod, Holder, etc.
7	Civil Tools	C07	All type of painting tools, masonry tools, plumbing tools, carpentry tools, workshop tools, smithy tools, precision tools such as brushes, Wrenches, Chisel, Spade, Crowbar, brick hammer, rammer, digging bar, plumb bob, wheel barrow, safety glass, safety helmet, etc.
<b><u>II. Electrical Items</u></b>			
1	Electrical fittings & Appliances	E01	All type of electrical wires, fittings and accessories such as switches, plugs, adaptors etc., lights, bulbs, lamps and lamp fittings, insulating materials,

			Bakelite/Prespex/Ebonite sheets and Rods, etc. All Conduct pipes and fittings, all type Fans, Electrical appliances such as Hotplates and heating elements, all electrical equipments such as switchgears, Transformers, Oil Circuit breakers, all type Motors, all type reduction gears, exhaust fans and blowers, etc.
2	Air Conditioner & Refrigeration	E02	All kind of Air Conditioners, refrigerators, deep freezer, water cooler and its spare parts etc.
3	DG sets	E03	DG set spares, Engine Oil and Cooland Oil, etc.
4	Battery	E04	Various capacities of batteries ( SMF, Tubular etc) and spare parts, etc.
5	UPS & Inverters	E05	Various capacities of UPS & Inverters and its spare parts, etc.
6	Electrical Tools	E06	All type of Electrical tools such as Electric Hand Tools, Wire strippers, Cutting pliers, Megger, Volt Meter, Multimeter, clip on tester, gloves, etc.
<b>III. Garden Items</b>			
1	Fertilizer, Manures	G01	All fertilizers and manures such as 20:20:0:13 (FACTMFOS) or SPIC, Micro Nutrient Mix (SPIC Nourish), 19:19:19, MOP (Imported), etc.
2	Herbicides, Weedicide	G02	All kind of Herbicides and Weedicides such as Round Up, 2,4-D amine, etc.
3	Seeds	G03	All type of seeds such as Beet, Potato, Carrot, Tomato, Cucumber, Pumpkin, Amaranth, Ash Gourd, Water Melon, Bottile Gourd, Broad beans, Beans, Capsicum, Green Chilli, French beans, Coriander, Corn, Curry leaf, Drumstick, Brinjal, Lady finger, etc.
4	Pest and Disease Management	G04	All type such as Carbendazim+Mancozeb, Phorate, Chloriphyriphos, etc.
5	Garden Tools	G05	All type of Garden tools such as Garden hoe, Garden fork, Garden hose, Grass shear, Hand cultivator, Mover, Bill hook, budding cum grafting knife, Spade, Crowbar, Harrow, Bond, Watering can, Shovel, Pruners, Rakes, Sprinkler, etc.

### **1. Eligibility & categories for Registration/Empanelment:**

All Vendors/Suppliers, which are in the business of manufacturing, stocking or marketing of stores and specified service provider are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

### **2. The firms registered with CUTN Thiruvarur will enjoy the following benefits:**

- (i) In case of advertised/limited tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the tender sets.
- (ii) Rate Contracts and running contracts will be awarded to registered firms.
- (iii) Enquiries against spot or emergency purchases may be sent to registered firms only.

### **3. Empanelment/Registration Procedure: Procedure for empanelment of vendors with Central University of Tamil Nadu, Thiruvarur:-**

- (i) The applicant should clearly read all the pages of the document.
- (ii) Correct/relevant information/data need to be furnished by the vendors.
- (iii) The applicant should make sure before applying for a particular type of Category, that the Vendors/Suppliers has the required eligibility criteria & experience for that category of work,item

- (iv) Vendors/Suppliers seeking applications form shall have to pay the requisite processing fee for Civil materials category: Rs.1,000/- (Rupees One thousand only), Electrical materials category: Rs.1,000/- (Rupees One thousand only) and for Garden materials category: Rs.1,000/- (Rupees One thousand only) towards for registration/empanelment, Registration fee is non-refundable. The amount shall be paid by a Demand Draft drawn in favour of “ **Central University of Tamil Nadu**” payable at **Thiruvarur**.
- (v) Vendors/Suppliers shall have to fill and submit the registration form along with required documents and DD has to be sent in sealed envelope super scribing as “**APPLICATION FOR VENDOR REGISTRATION/ EMPANELMENT FOR SUPPLY OF CIVIL, ELECTRICAL, GARDEN MATERIALS**” clearly on the envelope addressed to: “**The Registrar, Central University of Tamil Nadu, Thiruvarur- 610 005**” with kind attn to: The Executive Engineer, CUTN.
- (vi) Application incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount is liable for rejection.
- (vii) The following essential documents (whichever is applicable) should accompany with the registration form:
- a) GST/ CST/ TIN No/State ST No and its certificate.
  - b) Trade License, Factory License.
  - c) Income tax Permanent Account No. (PAN) (In the name of firm if not a proprietorship firm.)
  - d) Valid SSI/ NSIC certificate (if any)
  - e) Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms,etc (if applicable).
  - f) Current dealership agreement from Principal (if any).
  - g) ISO/ISI certification(if applicable)
  - h) A certificate that the vendor hasn't been black listed by any dept of the Central/State Government or any PSU or Govt institutions ,etc. inthe past three years should be submitted.
  - i) University may ask the registered vendor/supplier to submit any other certificate from time to time as it may deem fit.
  - j) Annual Turnover CA certificate (Last 3 years) & IT Return copy (Last 3 Years) ending 2020-21.
  - k) Relevant supply order during last 3 years for respective category code.
  - l) Registration Certificate with DGS & D/NCCF.
- (viii) On receipt of the registration form along with the requisite documents as mentioned above the Vendor/Supplier shall be registered with the CUTN, Thiruvarur after Scrutiny.
- (ix) The firm will be considered for registration/empanelment for a period of three(3) year and their registration will be considered for renewal as per CUTN Thiruvarur procedure, for two years or so, at a time subject to satisfactory performance of the firm during registration period.
- (x) After getting all the required information, documents & fee (DD) from the applicant, the registration number will be issued to the vendor/supplier with the following details:
- (a) Registration No.
  - (b) Vendors/Suppliers Trade Group/Category No. along with description.

- (xi) **Service Centres:** Service Centre in Tamil Nadu (or) Pondicherry, may be given. For authorized distributor/OEM centres 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 blacklisted & the EMD/SD will be forfeited by the University.
- (xii) **Period of Validity of Empanelment:-** The empanelment shall be for a period of Three(03) years. The empanelment can, however, be revalidated in accordance with rules in this regard. Each revalidation shall be for a period of one year from the date of expiry of the previous empanelment/revalidation. The empanelment shall be opened to review by the empanelment authority and liable for termination, suspension of any other such action at any time, if considered necessary, by the empanelment authority, after issuance of show cause notice.

### **GENERAL TERMS & CONDITIONS**

1. The said registration qualifies a particular vendor for consideration for issue of tender papers in case of limited purchases for relevant category only for which vendor is registered/empanelment. However, this will not give any claim to the party for award of supply order.
2. CUTN, Thiruvarur reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of CUTN, Thiruvarur 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 CUTN, Thiruvarur.
3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of CUTN, Thiruvarur and keep the University informed of new products/developments/innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
4. All bidding documents and rate quotations must be in English on letter head of bidding firm and duly stamped by the authorized signatory along with a forwarding letter. One signed copy of the tender document, with bidding firm seal, agreeing to the terms & conditions and declaration must also from part of the documents.
5. 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.
6. If any date mentioned above happens to be a holiday, then the next working day will be the relevant date.
7. This document is treated as a valid contract between CUTN, Thiruvarur and Vendor and adherence to all aspects of fair trade practices in executing the supply orders placed by CUTN, Thiruvarur from time to time during the registration period.
8. In case of empanelled vendor/supplier is found in breach of any terms & condition(s) of CUTN, Thiruvarur 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 CUTN, Thiruvarur, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with CUTN, Thiruvarur.
9. The vendor/supplier 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. Any vendor can get registered as and when CUTN, Thiruvarur calls for such registration. All those firms which are registered and confirmed shall be entertained for various queries.
10. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered Vendor/Supplier. In all future correspondence with CUTN, Thiruvarur, empanelled vendors are required to quote along with the Registration No. which is issued at the time of registration.
11. Any subcontract of the placed order will not be entertained and order may be cancelled in

summary.

12. The CUTN, Thiruvarur has all the rights reserved to add/delete/alter any of the items and to mend/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.
13. CUTN, Thiruvarur reserves the right to accept/reject/all offer(s) without assigning any reason.
14. **Opening of applications:** The applications will be scrutinized by the constituted committee based on requirement suiting to the need of the University. Decision of the University committee will be final and binding. No query shall be raised on any act or omission of the committee not affecting the merits of the process shall not invalidate any decision of the committee. Any tender received not in conformity to the aforesaid terms and conditions may not be considered and same will be rejected.
15. All the terms and conditions mentioned herein must be strictly adhered to by all the vendors. Conditional tenders shall not be accepted on any ground and shall be rejected straightway.
16. For further information/clarification in this respect, please contact Estate Section, CUTN during working hours (email: estate@cutn.ac.in, Telephone No: 04366-277 466).
17. On the basis of Lowest price offered by any firm (after fulfillment of terms & conditions, vendor evaluation form and required information of tender enquiry), contract may be awarded to L-1 firms.
18. No increase in rates will be allowed during the Contract Period due to any reason, after opening the bids.
19. All the items to be supplied should be new, of good quality and standard and as per the specifications /make & model mentioned in tender document. No deviation in the make/specification will be allowed during Contract Period.
20. **Indemnity:** The selected vendors/suppliers shall indemnify the CUTN, Thiruvarur 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. CUTN, Thiruvarur 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 supply orders.

## **21. Termination for Default**

- (i) Default is said to have occurred, (a) if the vendor fails to deliver any or all of the services within the time period(s) specified in the supply order or any extension thereof granted by CUTN, Thiruvarur. (b) If the vendor fails to perform any other obligation(s) under the empanelment. (c) If vendor does not respond the limited tender enquiry/or quotation for CUTN, Thiruvarur.
- (ii) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 15 days after receipt of the default notice from CUTN, Thiruvarur (or takes longer period in spite of what CUTN, Thiruvarur may authorize in writing), CUTN, Thiruvarur may terminate the empanelment/ supply order in whole or in part.

In case of violation of terms and condition of the registration, the registration of the firm will be cancelled by giving prior notice. A registered firm is liable to be removed from the list of approved vendors/suppliers, when,

- a) It fails to abide by the terms and conditions under which the registration has been given
- b) Make any false declaration to Government department/agency
- c) Supplies goods of inferior quality or uninspected goods.
- d) Renders services(including after sales services and maintenance services) of inferior quality than the contracted ones.
- e) Fails to execute a contract or fails to execute it satisfactorily.
- f) the required technical/Operational staff or equipment are no longer available with the firm or there is change in its production/service line affecting its performance adversely.
- g) Is declared bankrupt or insolvent.

- h) Fails to submit the required documents/informations for review of registration, where required.
  - i) Adopts unethical business practices, not acceptable to the government, and
  - j) Any other ground which, in the opinion of the registering authority, is not in public interest.
22. **Delivery Schedule:** Delivery at CUTN, Thiruvarur, order should be executed within the period mentioned in the supply order. Non availability of stock should be informed in writing immediately. No part supply will be allowed. Defective items or items not as per given brand or sample if any, Vendors/Suppliers must take back the items and replace with no additional cost.
23. **Penalty:** Timely delivery is essence of the contract, hence if any consignment is delayed liquidity damages at the rate of 0.5% of the price of the delayed consignment for each week of part thereof shall be levied and recovered subject to maximum of 10% of total supply order value.
24. **Force Majeure** means an event beyond the control of the Vendor/Supplier and not involving the Vendor/Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes. Force Majeure situation arises, the Vendor/Supplier shall promptly notify University in writing of such conditions and the cause thereof for consideration.
25. All disputes in this connection shall be settled in Thiruvarur jurisdiction only.

**Registrar(i/c)**

Central University of Tamil Nadu, Thiruvarur



**APPLICATION FORM FOR REGISTRATION/EMPANELMENT OF VENDORS/SUPPLIERS**

Application for Category: [(I)Civil/(II)Electrical/(III)Garden] <i>(A firm may apply for multiple category)</i>		(I)	
		(II)	
		(III)	
Category Code No.: <i>(Refer 'Table-A' for code details)</i> <i>(A firm may apply for multiple category)</i>		Civil	
		Electrical	
		Garden	
Details of Registration /Empanelment Fee( <i>Non refundable</i> )in favor of Central University Of Tamil Nadu payable at Thiruvarur. ( Attach copy of proof)		For Civil materials category: Rs.1000/-, (DD no:_____) For Electrical materials category: Rs.1000/-, (DD no:_____) For Garden materials category: Rs.1000/-(DD no:_____) <i>(Note: A firm may apply for multiple category)</i>	
1	Name of the Firm	M/s.	
2	Registered Address of the Firm		
	Pin Code		
	Telephone/Mobile No.		
	Email ID		
3	Contact Person with Correspondence Address/ContactNo./Email		
4	Nature of Firm: a) Manufacturing b) Service c) Dealership d) Stockiest e) Indian Agent f) Indian Branch office g) Others Pl. Specify		
5	<u>Type of Organization</u>		<u>Document to be Enclosed</u>
	a) Proprietary	<input checked="" type="checkbox"/>	a) Trade License
	b) Partnership	<input type="checkbox"/>	b) Partnership deed, Trade License
	c) Private Limited Company	<input type="checkbox"/>	c) Memorandum of Article
	d) Public Limited Company	<input type="checkbox"/>	d) Certificate of Registration, Trade License
e) Public Sector	<input type="checkbox"/>	e) Trade License	
6	Year of Establishment		
7	Registration No. Date.		

8	Audited Annual Turnover during last 3years (Rs. Lakhs) (Enclose Chartered Accountant's certification & Income Tax Return copy)	Year	Rupees in Lakhs		
		2018-19			
		2019-20			
		2020-21			
9	<b>Details of Major Customers</b>				
	Names of Autonomous institutions/ Government department/ Major public sector undertakings/ Research and development institutions where your organization is registered: (enclose separate sheet if required)				
	Sl.No	Name of the Institution/ Organization	Empanelled for Category/ Item	Contact Person of the Organization with whom empanelled of the	Contact Number with E-Mail

(To be submitted in the letterhead of the Vendor/Supplier)

**Commercial Information Registration (Enclose Attested copy wherever Applicable)**

Sl.No	Information	Details
1	GST Registration No.	
2	CST Registration No.	
3	State ST Registration No.	
4	TIN No.	
5	Excise Registration No. Trade/ Factory License No.	
6	Service Tax Registration No.	
7	PAN No.	
8	Details of Registration Certificate with DGS & D/NCCF	
9	SSI/ NSIC Certificate	
10	Current dealership agreement with Principal letter No/ Date/ Valid upto	
11	Relevant ISI/ SSO Certificate, if any	

12	Manufacturer/ Sole Distributor/Authorized Dealer/Registered/Vendor/Supplier with proof of documents	
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This is to certify that the information stated above is true and correct to the best of my/ our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression, fabrication and misstatement of facts in any form, will at once results in cancellation of my application for empanelment and that Central university of Tamil Nadu, Thiruvarur, reserves its rights to take such action as it may deem fit in such an eventuality.

Date: .....

Place: .....

(Signature of Authorized Person)

Name of Signatory:

Designation:

Office Seal:

**Note:**

1. Please submit documentary proof in support of the date.
2. Copy of GST Certificate, PAN, SSI Certificates etc.
3. Copy of Registration Certificate/ Trade License.

*(Note: Declaration should provide on printed letter head of the Bidder indicating thereon GST Registration, Email, Telephone numbers, etc.)*

To

Registrar,  
Central University of Tamil Nadu,  
Thiruvarur.

**Sub: CONTRACT DECLARATION FOR REGISTRATION/EMPANELMENT**

**Ref: No: CUTN/ENGG/CVL/ Empanelment/2021-22/02**

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Sir/Madam,

I,.....  
(Proprietor/Partner) of M/s.....(Name of Firm) having examined the details of Tender document, I / We hereby submit the prequalification documents and other relevant information for Registration/Empanelment of our Firm.

Having examined the details of Tender document, I / We hereby submit the prequalification documents and other relevant information.

I/We here by certify that all the statements made and information supplied in the statements are true and correct to the best of my knowledge. I understand that if any information found incorrect, the application is liable to be cancelled.

I/We also hereby declare that all matters related to Central University of Tamil Nadu, Thiruvarur shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.

Mr..... whose signatures are appearing below, is the authorized representative(s) of the firm.

I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.

I/We assure that if empanelled, the firm will serve the University for a minimum period of one year.

I/We have furnished all information and details as necessary for Registration/Empanelment and have no further pertinent information to supply.

I/We certify that my/our firm is not Blacklisted/Banned from business by any organization.

I/We hereby accept the rules and procedures of the Institute for Registration /Empanelment of Vendor/Supplier/Vender and agree that the University has the right to accept or reject any application without assigning a reason thereto.

I/we have not tampered/modified the application forms in any manner. In case, if the same is found to be tampered/modified, I/we understand that my/our application will be summarily

rejected. I/we am/are liable to be banned from doing business with Central University of Tamil Nadu, Thiruvarur and /or prosecuted.

Date:

Place:

(Signature of authorized Person)

Office Seal :

Name of Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature of representative of the firm: \_\_\_\_\_

Name of representative: \_\_\_\_\_

Contact No. of representative: \_\_\_\_\_

**MANDATE FORM FOR BILL PAYMENTS THROUGH EAT MODULE IN PFMS**

**Details of Account Holder**

<b>Sl.No</b>	<b>Particulars</b>	<b>Important Details (in block letters)</b>
1	Name of the Contractor/ Beneficiary	
2	Name of the Bank & Branch	
3	Bank Account Number	
4	IFSC Code (11 digits)	
5	PAN Number	
6	GST Number (If applicable)	
7	Email Id	
8	Mobile Number	
9	Address (Including city, Pin code etc.)	

I hereby declare that the particulars given above are correct and complete.

Date:

Signature

**REGISTRATION/EMPANELMENT OF SUPPLIER (VENDOR)****Check List**

S.No.	Details	Yes /No	Attached page No.
<b><u>Part - A</u></b>			
1	Proof of Registration/Empanelment Fee ( <i>Non Refundable</i> ) for Civil materials category: Rs.1,000/- (Rupees One thousand only), Electrical materials category: Rs.1,000/- (Rupees One thousand only) and for Garden materials category: Rs.1,000/- (Rupees One thousand only) through Bank Demand Draft in favor of <i>Central university of Tamil Nadu</i> payable at <i>Thiruvavur</i> (Please attach)		
2	Our organization or any of its subsidiaries have not been Black listed by any Govt./Autonomous bodies/Universities/ Govt. Institutes. ( <i>Attach Certificate</i> )		
3	Copy of Supply order(s) of similar items supplied during last Three years preferably from IISc./IIT/NIT/Govt. approved R&DLaboratories with proof of document, PSU and AutonomousBody.		
4	List of Customer/ Client during last Three years with proof of Document.		
5	Bank Details as per annexure-C		
6	Annual Turnover ending 2020-21(Last 3 years) ( <i>Attach copies</i> )		
7	IT Return copy ending 2021-21(Last 3 years) ( <i>Attach copies</i> )		
<b><u>Part - B</u></b>			
1	GST Registration No.		
2	CST Registration No.		
3	State ST Registration No.		
4	TIN No.		
5	Excise Registration No. Trade/ Factory License No.		
6	PAN No.		
7	Details of Registration Certificate with DGS & D/NCCF		
8	SSI/ NSIC Certificate(if any)		
9	Current dealership agreement with Principal letter No/ Date/ Valid upto		
10	Relevant ISI/ SSO Certificate, if any		
11	Manufacturer/ Sole Distributor/ Authorized Dealer/ Registered/Vendor/ Supplier with proof of document		
12	Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc (if applicable).		

Place:

(Signature of Bidder/authorized person)

Date:

Seal of the company/Firm