

Government of India, Ministry of Home Affairs
Directorate General, National Disaster Response Force
A-Wing, Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003
(Procurement Branch)
Tel No 011-24611518, E-mail deproccell-ndrf@gov.in

TE No. 1-17018/NDRR/1390/HQ-NDRF/2017 976

Dated, the ___ Aug' 2017

MHA had created NDRF by clubbing of 02 Bns from each CPMFs i.e. BSF/CISF/CRPF/ITBP in the year of 2006. These Bns had kept on working as per role & task of NDRF Bns given in Disaster Management Act 2005 under operational command of their respective CPMFs till MHA created NDRF as a separate Directorate in the month of Aug-2009. Hence their identity as NDRF personnel not being established in the general public.

2. On behalf of the President of India, DG NDRF invites offers from the interested firms/companies, which are in the Audio Visual Equipment (LCD/LED Projector, DLP Projector, 3—D Projector, Mobile/Pocket, projector, PA Systems, Conferencing System; Screen) and Boards (Sign board, Notice board, Green board, white board etc) of specified categories as mentioned in the registration documents. Registration form can be filled, submitted and documents containing terms and conditions can be downloaded from the NDRF web-site <http://www.ndrf.gov.in>. Hard copy of the Registration Form along with non-refundable fee of Rs. 2,000/- (Rupees Two Thousand only) must reach to the office of Dy Commandant (Procurement), HQ DG NDRF, Khan Market, New Delhi-110003 by registered post / speed post only. Separate form and fee must be submitted for each category of item.

SPECIAL INSTRUCTIONS

(If any instruction contained in this tender is contrary to instruction mentioned in special instructions the special instruction will prevail)

SN	DETAILS	:	SCHEDULE
i.	The last date for submission of application. Application (s) received after last date & time of submission will not be considered.	:	<u>28th</u> Aug' 2017 at 1230 hrs
ii.	Validity of offer	:	11 months from date of opening of Tender.
iii.	If Any query	:	For further details you may contact Sh. Muneesh Kumar, Deputy Commandant (Procurement) on 011-24611518 or e-mail at deproccell-ndrf@gov.in at A-Wing, Second Floor, Lok Nayak Bhawan, Khan Market, New Delhi-110003



(J. K. S. Rawat) 19
 DIG(Proc.) NDRF
 For and on behalf of the President of India
Dy. Inspector General
Directorate General (NDRF)
Ministry of Home Affairs
New Delhi

TERMS AND CONDITIONS

1. Eligibility & categories for Registration/empanelment

All firms/agencies, which are in the business of manufacturing, stocking or marketing of stores and specified service Procider are eligible for registration, subject to specific conditions or restrictions stipulated in this document. Categories of items for registration are mentioned at point no. 4 of the document.

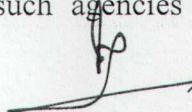
2. Benefits Of Registration

The firms registered with NDRF will enjoy the following benefits:

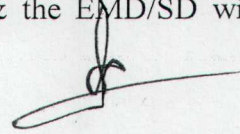
- a) Tender enquiries against demands which are not advertised are sent to the registered firms.
- b) In case of advertised tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the tender sets.

3. Empanelment/Registration procedure

- 3.1 The applicant should read all the pages of the document.
- 3.2 Correct/relevant information/data have to be furnished by the vendors.
- 3.3 The applicant should make sure before applying for a particular type of category, that it has the required eligibility criteria & experience for that category of work/item.
- 3.4 Service Prociders/suppliers seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration/empanelment. The amount shall be paid by a demand draft drawn in favor of "PAO, NDMA, New Delhi. The FDR should be payable at SBI (Safdarjung Enclave), New Delhi."The cost of application forms and processing fees to be remitted alongwith the forms, shall be as Rs. 1,000/- (Rupees one thousand only). Interested firm/ vendors shall have to fill and submit the hard copy of Registration Form along with required documents and fees to Dy. Commandant (Procurement), HQ DG NDRF, Khan Market, New Delhi-110003.
- 3.6 Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
- 3.7 The sealed envelope containing the Registration form, documents & fee should be clearly super-scribed on the top of the envelope as " **APPLICATION FOR VENDOR REGISTATION/EMPANELMENT FOR THE CATEGORY CODE.**
- 3.8 Vendors/firms registered with DGS&D, GeM, MSME, NSIC, NCCF (for items specified by NCCF), shall be considered for registration/empanelment on the basis of registration certificate of such agencies alongwith other certified documents.



- 3.9 The following self –certified essential documents (as applicable) should accompany the Registration form:
- 3.10
- 3.10.1.1 GSTIN NO.
 - 3.9.2. Trade License, Factory License.
 - 3.9.3. Income tax permanent Account No.
 - 3.9.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership deed, Registration certificate issued by the Registrar of firms etc.
 - 3.9.5. Registration Certificates with DGS&D, GeM, MSME, NSIC, NCCF.
 - 3.9.6. Current dealership agreement from Principal with SSI/NSIC certificate.
 - 3.9.7. Annual Turnover CA certified Certificate for last 3 years.
 - 3.9.8. Bank details.
 - 3.9.9. Relevant ISO certificate.
 - 3.9.10. A notarized certificate that the vendor hasn't been black listed by any Institution of the central/state government/any PSU, University, Institute etc. in the past three years.
- 3.10. On receipt of the Registration form along with the requisite documents as mentioned above and after scrutiny the supplier shall be registered with the NDRF.
- 3.11. The firm will be considered for registration/empanelment for an initial period of one year and will be considered for renewal for another two years or so at a time subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the institute.
- 3.12. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the following details.
- I. Registration No.
 - II. Vendor trade Group/category No. alongwith description.
- 3.13. **Service centers:** Service Centre (s) in NCR of Delhi for more than 3 years may be mentioned. 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 registrations liable to be cancelled and the firm may be black listed & the EMD/SD will be forfeited by the NDRF.



CATEGORY WISE LIST OF ITEMS/WORK

S. No.	Category	Code	Particular Name of item
1.	Audio Visual Equipment	001	LCD/LED Projector, DLP Projector, 3—D Projector, Mobile/Pocket, Projector, PA Systems, Conferencing System, Screen.
2	Boards	002	Sign Board, Notice board, Green board, white board etc.

NDRF reserves all the rights to modify or add any or all the categories as per the requirement from time to time.

5 Terms & Conditions for Vendor Registration/Empanelment as a Supplier**5.1.General Clause**

- 5.1.1. The said registration 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.
- 5.1.2. NDRF reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of NDRF 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 NDRF.
- 5.1.3. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of NDRF and keep the Department informed of new products/ developments/innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
- 5.1.4. 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.
- 5.1.5. This document is treated as a valid contract between NDRF and vendor and adherence to all aspects of fair trade practices in executing the purchase orders/work orders placed by NDRF from time to time during the registration period.
- 5.1.6. In case of empanelled vendor is found in breach of any terms & condition (s) of NDRF 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 NDRF, besides debarring and blacklisting the vendor concerned for at least three years for further dealings with NDRF.



5.1.7. 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. Any vendor can get registered and empanelled any time throughout the years. All those firms which are registered and confirmed shall be entertained for various queries.

5.1.8. All registered firms 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 NDRF, empanelled vendors are required to quote the Registration No.

5.1.9. The NDRF 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.

5.2 **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 NDRF, the vendor must voluntarily pass on the price difference to NDRF with immediate effect.

5.3 **Indemnity**

The selected vendor shall indemnify the NDRF 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 service or any part thereof. NDRF 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.

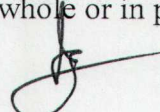
5.4 **Termination for Default**

(a) Default is said to have occurred

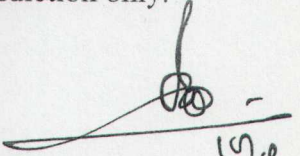
i) If the vendor fails to deliver any or all of the services within the time period (s) specified in the purchase order or any extension thereof granted by NDRF.

ii) If the vendor fails to perform any other obligations (s) under the empanelment.

(b) 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 NDRF (or takes longer period in spite of what NDRF may authorize in writing). NDRF may terminate the empanelment/purchase order in whole or in part.



5.5. All disputes in this connection shall be settled in Delhi jurisdiction only.



(J. K. S. Rawat)

DIG(Proc.) NDRF

For and on behalf of the President of India

Dy. Inspector General
Directorate General (NDRF)
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New Delhi



Application Format for Vendor Registration

1. Name of Company _____
2. a) Head Office/Registered Office

Telephone No _____
Fax No. _____
Email _____
Web site (if any) _____
Date of Establishment _____
b) Branch Office in Delhi, if any

Telephone No. _____
Fax No. _____
3. Name of Chief Executive/
Proprietor/ Partners

Telephone No _____
Fax No. _____
Email _____
4. Name of Contact Person

Telephone No _____
Fax No. _____
Email _____
5. **Type of Organization**
a) Proprietary
b) Partnership
c) Private Limited Company
d) Public Limited Company
e) Public Sector
6. **Nature of Business**
Manufacturing ☐ Service ☐ Dealership ☐
Stockiest ☐ Indian Agent ☐ Indian Branch office ☐
Others ☐

Documents to be enclosed

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



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

SN	Category	Code	Particular Name of item
1.	Audio Visual Equipment	001	LCD/LED Projector, DLP Projector, 3—D Projector, Mobile/Pocket, Projector, PA Systems, Conferencing System, Screen.
2	Boards	002	Sign board, Notice board, Green board, white board etc.

8. **Audited Annual Turnover during last 3 years (Rs. Lakhs) Enclose Chartered Accountant's certification)**

- a) 2014-15 _____
- b) 2015-16 _____
- c) 2016-17 _____

9. **Commercial Information Registration (Enclose Attached Copy Wherever Applicable)**

- a) GSTIN Regn. No. _____
- b) Excise Centre No. _____
- c) Trade/Factor License No. _____
- d) Service Tax Regn. No. _____
- e) PAN _____
- f) Registration Certificate with DGS&D, GeM, MSME, NSIC, NCCF
- g) Current dealership agreement with Principal along with SSI/NSIC Certificate
- h) Relevant ISO Certificate, if any

10 **Details of Major Customers**

- Names of Autonomous institutions/ Government department/ Major Public sector undertakings/ Research and Development institutions where your firm is registered:

Sl.No.	Name of the Institution	Empanelled for	Contact Name	Contact Number



11. Details of Registration fee (Rs.2000/-)

D.D. _____ Date: _____
No.: _____

Bank: _____

DECLARATION BY VENDOR

I confirm that

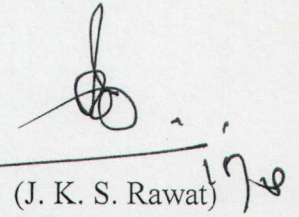
- 1) No employee or direct relation of any employee of NDRF is in way connected as Partner/ Shareholder/ Director/ Advisor / Consultant/Employee etc. with the Company.
- 2) The information furnished is correct to the best of my knowledge and belief.

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

Name
(In Capital Letter)

Place: (Seal of Vendor)

Date:



(J. K. S. Rawat)
DIG(Proc.) NDRF

For and on behalf of the President of India

Dy. Inspector General
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