

OFFICE OF THE SUPERINTENDENT, ODISHA STATE ARCHAEOLOGY

DEPARTMENT OF ODIA LANGUAGE, LITERATURE & CULTURE

BHUBANESWAR

Bhubaneswar

Dt. 17.09.2022

Empanelment of Vendors/Suppliers/Contractors.

1. Applications are invited by Superintendent Odisha State Archaeology from **intending firms/suppliers/vendors/contractors** those are in the business of manufacturing, stocking or marketing of goods and services of specified categories as mentioned in the registration documents for their Empanelment as Registered Firms/Suppliers/Vendors/Contractors and from Contractors having Valid Registration Certificate from CPWD, PWD, MES, Railways, Public Sector undertaking or any other Semi Govt. Organization/ Board (Central/ State). Registration form can be downloaded from the website of Odia Language, Literature & Culture Department i.e. www.odishaculture.gov.in. Applications form & fee must be submitted to Superintendent Odisha State Archaeology, Sanskruti Bhawan, 1st floor, Bhubaneswar-14 latest by Dt.29.09.2022, 4.00 P.M.

Superintendent
Odisha State Archaeology
Bhubaneswar

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Instruction to Vendor /Contractor for Registration/Empanelment of Vendors/Contractor.

The Superintendent Odisha State Archaeology, Sanskruti Bhawan 1st floor Bhubaneswar intends to register/empanel the firms/Companies/who are in the business of manufacturing, stocking and/ or marketing selling of goods of specified categories as registered vendors and from contractors having Valid Registration Certificate from CPWD, PWD, MES, Railways, Public Sector undertaking or any other Semi Govt. Organization/ Board (Central/ State). The main objective of registration of firms/ contractor to have a list of such firms/contractor who are financially sound and reliable sources for supply to whom enquiries can be addressed for the office purchases & work order can be given for civil / conservation works to contractors who have experience in conservation work/ civil works with valid Registration No. Such approved suppliers /contractor will be known as registered suppliers and registered contractor respectively. These Registered suppliers/contractors are also prima facie eligible for consideration of procurement of goods / execution of conservation / civil work through limited tender enquiry / quotation /tender.

1. **Eligibility criteria for Registration of Empanelled Supplier/ Vendor / Contractor-** All firms /agencies/suppliers / contractor which are in the business of manufacturing, stocking or marketing of stores goods are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document. Similarly contractors who have experience in conservation work/ civil works, etc having Valid Registration Certificate from CPWD, PWD, MES, Railways, Public Sector undertaking or any other Semi Govt. Organization/ Board (Central/ State) are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.
2. **The firms registered with Superintendent Odisha State Archaeology will avail the following benefits:-**
 - a)- Quotation / Tender enquiries against demands which are not advertised, can also be sent to the registered firms.
 - b)- In case of advertised/Limited tender enquiries, copies of tender notices may be sent to registered firms giving them information in advance to enable them to purchase the tender sets.
 - c)- Rate Contracts and Running Contractors are generally awarded to registered firms/Contractors/Suppliers.

3- Empanelment /Registration Procedure for supplier:-

Procedure for empanelment of Contractors/Suppliers/vendors with Superintendent Odisha State Archaeology.

3.1- The applicant should go through all the pages of the document.

3.2- Correct/relevant information/data have to be furnished by the vendors/Contractors.

3.3- Before applying for a particular type of Category, the applicant must ensure that he/she has the required eligibility criteria & experience for that category of work/item goods.

3.4- Suppliers/companies seeking application form shall have to pay Rs. 1000/- towards the cost of the application form and processing fee. The amount shall be paid in shape of demand draft drawn in favour of Superintendent Odisha State Archaeology payable at Bhubaneswar.

3.5- The Vendors/ Suppliers shall have to fill and submit application form along with required documents and fees to Superintendent Odisha State Archaeology, Bhubaneswar latest by Dt.29.09.2022.

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 superscribed on the top of the envelope as "APPLICATION FOR EMPANELMENT of VENDORS REGISTRATION"/ for Empanelment of Registered Contractor.

3.8-Vendors/Firms/Suppliers registered with DGS&D, NSIC, NCCF,(for items specified by NCCF),EPM shall be considered for registration /empanelment at Superintendent Odisha State Archaeology along with registration certificate of such agencies along with other certified documents.

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3.9- The following essential documents (whichever is applicable) must accompany with the registration form:

- GST Registration,
- Trade License; / Valid Contractor Licence
- Income Tax permanent Account No-(In the name of firm if not a proprietorship firm)
- Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Register of Firms etc where necessary.
- A notarized certificate that the vendor/supplier hasn't been black listed by any institution of the Central/ State Government/any PSU, University; Institute etc in the past three years should be submitted.
- The relevant certificate is required for civil Contractor License.
- The Department may ask the registered vendor/contractor/supplier to submit any other certificate that may be required from time to time.

3.10. On receipt of the Registration form along with the requisite documents as mentioned above, the supplier/ Contractor shall be registered with the Superintendent Odisha State Archaeology Govt of Odisha.

3.11. The firm/Vendor/supplier will be considered for registration/Empanelment for an initial period of 2 year and their registration may be considered for renewal as per procedure, for another two years or so, at a time subject to satisfactory performance of the firm during initial registration period.

3.12. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the supplier with the Registration No., Vendor Trade Group /Category No along with Description.

3.13. If at any time, the information furnished by the firm/vendor/supplier found to be incorrect /fraudulent, the registration is liable to be cancelled and the firm may be black listed & the EMD/SD will be forfeited by the Department.

3.14. Already empanelled Contractor/ Suppliers may apply for renewal by furnishing valid GST No. , PAN No. , Registration No. along with Rs. 1000/- in cash and DD in favour of Superintendent, OSA.

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Terms & conditions for supplier Registration/Empanelment as a supplier.

4.1 General clause

4.1.1. The said registration, qualifies a particular vendor/ supplier/contractor 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.

4.1.2 Superintendent Odisha State Archaeology reserves the rights to accept, consider or reject any or all applications without assigning any reason thereof. The decision of Superintendent Odisha State Archaeology 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.

4.1.3 vendors/ suppliers/Contractors once empanelled, shall have to reply promptly to all the enquiries, execute orders as per the order terms of Superintendent Odisha State Archaeology and keep the office informed of new products/ developments/innovative ideas that shall help reduce the cost and improve quality, reliability etc.

4.1.4 This document is treated as a valid contract between Superintendent Odisha State Archaeology / and Vendor/ Supplier to all aspects of fair trade practices in executing the purchase orders /work orders placed by Superintendent Odisha State Archaeology / from time to time during the registration period.

4.1.5 In case of empanelled vendor/ Supplier/ contractor is in breach of any terms & condition(s) imposed by the Superintendent Odisha State Archaeology /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 Govt. in Superintendent Odisha State Archaeology & debarring and blacklisting them for at least three years for further dealings with Superintendent Odisha State Archaeology.

4.1.6 The vendor /Contractor should not assign or sublet the empanelment or any part of it to any other vendor/ Contractor in any form. Failure to do so shall result in termination of empanelment. All those firms/Contractors which are registered and confirmed shall be entertained for various queries as required from time to time.

4.1.7 All registered firms/Contractors are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of a registered supplier/ Contractors. In all future correspondence with Superintendent Odisha State Archaeology, the empanelled vendors /Contractors are required to quote the Registration No.

4.1.8 The Superintendent Odisha State Archaeology reserves all the rights 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.

4.2 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 Superintendent Odisha State Archaeology / the vendor must voluntarily pass on the price difference to Superintendent Odisha State Archaeology / with immediate effect.**

4.3 Indemnity- The selected vendor shall indemnify the Superintendent Odisha State Archaeology against all third party claims of infringement of patent, trademark/copy right or industrial design rights arising from the use of the supplied items and related services or any part thereof. User department. Office stands identified 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.

4.4 Termination for Default- Default is said to have occurred i) if the vendor/ supplier/Contractor 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 Superintendent Odisha State Archaeology & its subordinate Offices. (ii) If the vendor/contractor fails to perform any other obligations(s) under the empanelment. (iii) If vendor/contractor does not respond the limited tender enquiry or quotation Superintendent Odisha State Archaeology.

b) If the vendor/contractor in either of the above circumstances, does not take remedial steps within a period of 22 days receipt of the notice, then default notice from the Superintendent Odisha State Archaeology takes longer period in-spite of notice by Superintendent Odisha State Archaeology/its subordinate Offices (what may authorize in writing), it may terminate the empanelment/purchase order in whole or in part.

4.5 All disputes in this connection shall be settled in Bhubaneswar jurisdiction only.

4.6 Contact Officer-For any query, applicants may contact Sri Aswini Kumar Satapathy, Superintendent, Odisha State Archaeology in the following contact No.9438548049. Or may contact in the following land line No-0674-2432147.

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Application format for vendor /Contractor Registration

1. Name of the Supplier/Vender/proprietor/Contractor :- _____
2. A) Head Office/Registered Office _____

Telephone No. _____
Fax No. _____
Email _____
Web site (if any) _____
Date of Establishment _____
b) Branch office, 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 (Tick appropriate)	Documents to be enclosed
a) Proprietary	Trade License
b) Partnership	Partnership Deed, Trade License
c) Private Limited Company	Memorandum of Article
d) Public Limited Company	Certificate of Registration
e) Public Sector	Trade License
f) Contractor	Certificate of Registration & GST Reg. No.

6. Name of Business (Tick appropriate)

Manufacturing Service	Dealership	Service Provider
Stockiest	Indian Agent	
Contractor	Others	

7. Details of category for which Registration is sought:-

Sl. No	Category	Code	Tick appropriate
1	Khandolite Stone	001	
2	Sand Stone	002	
3	Laterite Stone	003	
4	Items of Grouting	004	
5	Lightning Arrester	005	
6	Chemicals	006	
7	Traditional Mortar	007	
8	Computer Peripherals	008	
9	Office Furniture	009	
10	Supply of Hydra	010	
11	Supply of Vehicle	011	
12	Flower Decoration	012	
13	Tent House	013	
14	Stationary	014	
15	Contractor	015	

Note: Vendors are requested to enclose detailed list of goods, services etc. **as annexure.**

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8. Commercial Information for Registration (Enclose Attested copy wherever Applicable)

- A) GST Reg No. _____
- b) Excise Reg No. _____
- c) Establishment/Factory License No. _____
- d) PAN _____
- e) Registration Certificate with DGS &D/ NCCF
- f) Relevant ISO Certified, If any
- g) Registration certificate with PWD, CPWD, OTDC or equivalent for civil.
- h) Name of the Banker with address & Telephone No.

9. Commercial Information for Registration (only for Contractor of CIVIL and new Conservation work) (Enclose Attested copy wherever applicable)

- 1. Name of Contractor with Address _____

- 2. Valid Registration Certificate from CPWD, PWD, MES, Railways, Public Sector undertaking or any other Semi Govt. Organization/ Board (Central/ State) (Attach attested copy) _____

- 3. Pan No. (income tax) _____
(Attach attested copy)
- 4. Current Income Tax Return Certificate _____
Attested copy to enclose.
- 5. GST registration _____
- 6. (He should have completed minimum three _____
Works costing up to 5.00 Lakhs each, in the last
Five year. (Copy of work order copy to be attached).
- 7. Experience Certificate, successful work _____
Completion Certificate from Govt. Dept/
PSVS/ Board or semi Govt. organization.
(Attach attested copy).

10. Details of Major Customers

Name of Autonomous institution/ Government Departments/ Major Public sector undertaking/ Research and Development institution where your firm is registered.

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

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11. Details of Registration fee. (Rs. 1000/ - not refundable)

D.D. No: _____ Date _____

Bank : _____

DECLARATION OF VENDOR/CONTRACTOR

I confirm that

- 1) No Employee of direct relation of any employees of Superintendent Odisha State Archaeology Govt. of Odisha & its subordinate Offices is in way connected as Partner/ Shareholders/ Director/ Advisor/ Consultant/ Employees etc with the Company/vendor etc.
- 2) The information furnished is correct to the best of my knowledge and belief.

(Signature of Proprietor/partner/Chief Executive/Contractor)

Name _____
(In Capital Letter)

Place:

Date:

(Seal of vendor)

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Check List

S. L No	Particulars	Enclose the copy of the following & tick as per applicability
1.	GST Registration	
2.	Proof of registration of the firm/Establishment/factory License.	
3.	Contractor's Registration Certificate	
4.	PAN card in firms Name	
5.	DGS &D /NCCF /EPM Certificate	
6.	Authorization certificate of dealership of (agreement with principal (along with SSI/ NSIC certificate if any)	
7.	Relevant ISO certified, if any	
8.	Proof of Registration with any Central /State Govt. Organization.	
9.	Purchase orders issued by any Central /State Govt Organization.	
10.	Any other Certificates.	
11.	Affidavit (Regarding their Credibility)	
12.	Cost of Application fee.	

Signature of Vendor/Contractor.