



जीव विज्ञान संस्थान  
INSTITUTE OF LIFE SCIENCES  
(An Autonomous Institute of the Department of Biotechnology, Govt. of India)

No. # I-152-AM/2016-17/ 780 /ILS

Date: 27.03.2018

**NOTICE INVITING FOR EMPANELMENT OF VENDORS FOR COMPUTER REPAIRING**

Institute of Life Sciences (ILS), Bhubaneswar, an autonomous Institute of Dept. of Biotechnology, Govt. of India invites applications from well established, resourceful and experienced vendors for repairing of Computers, Laptops, Printers and Scanners. The interested vendors may submit the completed documents in the attached format with all relevant supporting documents such as Govt. Registration, PAN Card, GST and credentials (completion of work) etc. **on or before 16/04/2018** in a sealed envelope and super scribed as “**APPLICATION FOR EMPANELMENT OF COMPUTER REPAIRING VENDORS**”

On receipt of the documents, ILS will prepare an empanelment list of the vendors. The Institute reserves the right to accept or reject any or all the application without assigning any reasons thereof. The empanelled vendors will only be informed by post. If, information and details furnished by applicants are found false at any time in future or any information withheld, which comes to notice of the Institute at a later date, the empanelment of such applicant will be cancelled immediately. Applications received after the due date and times are liable to be rejected.

Generally, all works of the Institute are awarded by calling competitive tenders/ quotations from empanelled vendors and in case of emergent works/ works of small magnitude, the Institute may opt to award the work to any of the empanelled vendors depending on the exigencies, nature and magnitude of work on nomination basis.

*D. Pandey*  
Administrative Officer

Copy To:

1. Notice board, ILS
2. SPO & FAO for information
3. The documents are available on ILS website, [www.ils.res.in](http://www.ils.res.in) / Govt. E Portal, "Corrigendum, if any would appear only on the ILS website".

## EMPANELMENT DOCUMENT

- 1 Notice for Empanelment of vendors for repairing of Computers and its peripherals
- 2 Eligibility Criteria, General Rules and Instructions to the Intending Applicants
- 3 Application Format

### **Notice for Empanelment of vendors for repairing of Computers, Printers and Scanners**

ILS invites Application for empanelment of reputed Original Equipment Manufacturers (OEM) / Authorized Service Provider/Authorized Dealers for repairing of computers, laptops, printers and scanners. Interested applicants may duly completed Application Form in the prescribed format with all necessary supporting documents shall be sent in a sealed cover and super scribed as “APPLICATION FOR EMPANELMENT OF COMPUTER REPAIRING VENDORS” and shall be submitted to the above mentioned office on or before 16/04/2018

Application Form along with all necessary supporting documents shall be sent to the following address:

**Administrative Officer,  
Institute of Life Sciences,  
NALCO Square,  
Bhubaneswar- 751 023.**

**Product Category:-**

Computers, Laptops, Printers and Scanners

**Eligibility Criteria, General Rules and Instructions to the Intending Applicants**

**Eligibility Criteria Checklist:-**

Sl. No	Eligibility Criteria	Testimonials to be submitted along with the Application Form	Enclosed (Yes/No)
1.	Should be a Registered Company/ / Firm / Organisation	i. Registration/ Incorporation Certificate ii. GST Registration Certificate iii. Copy of PAN Card iv. Proof of working experience with Govt Organisations	
2.	Should be an Authorized Service Provider/Dealer of Single or Multiple MNC Brand / Indian brand Company/ OEM	i. Copy of Authorised service provider/dealer Certificate of the manufacturing company from single OEM or from multiple OEM ii. Duly signed OEM letter/ undertaking on OEM's letter head as an existing registered service provider/dealer from single OEM or Multiple	
3.	They should have sufficient experience and proper infrastructure to provide adequate service support.	i. Service Center detail in Bhubaneswar (Address, Contact number etc.) ii. Authorized Service provider certificate from reputed firms/ MNC/ Indian brands	

**Note: Furnish all the required documents as per the above checklist along with application form fulfilling eligibility criteria.**

## **General Rules and Instructions to Intending Applicants**

1. The vendors are advised to enclose photo copies of all relevant documents as mentioned in the list of testimonials and other required documents wherever necessary.
2. The decision of the competent authority of ILS with regard to selection of vendors for issue of eligibility will be final.
3. Applications received after due date and time or incomplete in any respect are liable to be rejected.
4. The competent authority of ILS reserves the right to reject any or all the applications without assigning any reason thereof. The competent authority also reserves the right to restrict number of applications for tendering at its sole discretion. The competent authority of ILS is not bound to assign any reason thereof. The empanelled vendors/contractors will only be informed.
5. The repairing enquiry will be intimated to empanelled contractors/vendors only.
6. If information and details furnished by applicants are found to be false/ inadequate at any point of time in future or any information withheld which comes to the notice of the competent authority of ILS at a later date, the empanelment of such applicant will be cancelled in toto.
7. If the empaneled member for any reason fails to provide the required service and support, ILS reserves the right to terminate the validity of the empanelment. Reason for termination/deletion to be intimated to the member upon committee's approval.
8. Decision of the competent authority of ILS in this regard shall be binding & final.
9. All the relevant information desired as above and the application form shall be furnished in the company letter head.
10. Payment will be done within 15 days of receiving of invoice along with service reports details

## Application Format

1. Name of the Applicant:
2. Address:
3. Telephone No. :
  - i. Office:
  - ii. Residence:
  - iii. Mobile
  - iv. Fax:
  - v. E-mail:
4. Status of the Firm:  
(Whether Company/ Partnership/ Proprietary)
5. Name of the Proprietor/ Partners/ Directors:
6. Year of Establishment:
7. Whether registered with Registrar of Companies/ Firm.  
If so Number & Date:
8. Income-Tax No. PAN No.
9. GST Registration No
10. What are your fields of core competence? Mention the fields on preference Basis:  
(Attached more if any)
  - i)
  - ii)

11. Details of any empanelment existing with Government/ Public Sector.

Name of the Organization	Nature of Works	Value of Works	Date of Registration
1			
2			
3			

## DECLARATION

1. All the information furnished by me/ us here above is correct to the best of my knowledge and belief.
2. I/ we have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ documents.
3. I/ we agree that the decision of ILS in selection of empanelment will be final and binding on me.
4. I/ we have read the instructions and understand that if any false information is detected at a later date the empanelment shall be cancelled at the discretion of ILS Authority.

Applicants Signature with Company Seal