

Application Format
(To be submitted in official letter head)



Name of the Applicant:

Name of the Firm/Company:

Registered Address:

Registration No.:

Organisation Registered with:

Status of the Firm (Whether company/proprietary):

Year of Establishment:

Principal Place of Business:

PAN No.:

GST no.:

Phone Number:

E-Mail id:

Bank Account Details

Name of Account Holder:

Bank:

Branch:

IFSC:

Performance Security Fee Details

Name of Issuing Bank:

Demand Draft No.:

Date:

I hereby declare that the above furnished information is true and best of my knowledge.

Date:

Place:

Signature and seal

Annexure - I

Terms and conditions:

1. The interested applicant should read all the terms and conditions given under Annexure – I and acknowledge the acceptance of the same with his sign and seal on each page.
The Annexure – I (signed and sealed) should be submitted with the application form.
2. Interested applicants should submit with the application a Demand Draft of any Scheduled/Nationalised Bank in favour of Sikkim University, payable at Gangtok amounting to Rs. 5000.00 (Rupees Five Thousand Only) as a refundable Performance Security Deposit to be released upon the request of the interested bidder after completion of the empanelment period.
3. The Performance Security deposit shall be forfeited by the applicant upon violation of any terms and conditions including poor performance during the empanelment period. The contractor may also be liable for punitive action including debarment of future works of the University.
The decision of the University shall be final and binding to all applicants in this regards.
4. The following documents are to be submitted along with the application:
 - Copy of Company registration certificate (signed and sealed by the applicant)
 - Copy of Pan Card (signed and sealed by the applicant)
 - Copy of GST registration (signed and sealed by the applicant)
 - Original Performance Security Demand Draft
 - Details of three previous works performed as contractor and relevant documents (Annexure-II)
 - Signed and sealed copy of terms and conditions (Annexure-I)Applications received without the necessary documents shall make the applicant liable for disqualification.
5. The envelope containing the completed application along with all requisite documents addressed to the Executive Engineer, Sikkim University, 6th Mile, Gangtok should reach the University on or before **16th March, 2018**.
Applications received after the last date of submission shall not be entertained.
6. The empanelled contractors should not be selective on participation in type of minor repair and maintenance work based on nature and value of the work. Contractors found avoiding works based on nature and value of the work shall be liable for disciplinary action including forfeiture of the Performance Security deposit and debarment from future works of the University.
7. Contractors should have necessary manpower including (but not limited to) plumbers, carpenters and masons to carry out the minor repair and maintenance work whenever required by the University. Frequent Non-participation due to unavailability of certain manpower shall make the contractor liable for disciplinary action as per the terms and conditions.

8. Registration entitles a Contractor to be considered for invitation to tender within categories of works and services mentioned. It does not obviate the need for the Contractor to fully comply with the terms of notice inviting, conditions of notice inviting tender, conditions of tendering and other contract conditions that may apply to a particular project or tender invitation.
9. The amount of work would be ranging from Rs. 25,000.00 to under Rs. 2,00,000.00 each. Quotations for works with value of Rs. 2,00,000.00 and above would be invited through open e-tendering process only.
- 10.No claim shall be entertained from any contractor for financial losses owing to the volume and number of works awarded to him. Sikkim University shall have the authority to invite tender from only empanelled contractors or from other contractors based on nature and requirement of the work.
- 11.No interest shall be paid on any deposit held by the University as security.
- 12.The Registrar, Sikkim University, has the power to reject any application or extend the date of receipt of application without citing any reasons.
- 13.The Registrar, Sikkim University, has the power to terminate the empanelment of any (or all) contractor(s) at any stage without citing any reasons. Decision of The Registrar, Sikkim University will be final and binding to all applicants and empanelled contractors.

Sd/-
Registrar
Sikkim University

Details of Similar Work completed within last 3 years

Sl No.	Name of Work	Work executed for (name of the organization with address)	Work order no. and date	Location of the work	Value of Work	Stipulated time of completion	Actual time of completion
1							
2							
3							

Enclosure: **Copy of work order/completion certificate**

I hereby declare that the above furnished information is true and best to my knowledge.

Date:**Place:****Signature and seal**