

**INDIAN INSTITUTE OF TECHNOLOGY, (BANARAS HINDU UNIVERSITY),  
VARANASI**

**QUOTATION FOR EMPANELMENT**

**Ref:** IIT(BHU)/IPCell/2025-26/Empanelment/305,

**Dated:** 04-08-2025

**Tender Closing Date:** 25-08-2025, (05:00 PM)

**Tender Opening Date:** 26-08-2025, (04:00 PM)

**Empanelment of Vendors**

**Invitation for Registration/Empanelment of Vendors**

The **Indian Institute of Technology (BHU), Varanasi** invites quotations in the sealed envelope for the **registration/empanelment of Vendors** from interested firms/companies engaged in the following areas:

**Repair & Maintenance of IT Equipment for Administrative Block, DORA Office & DORD Office of IIT (BHU), Varanasi.**

- Computers
- Printers
- Desktops
- Laptops
- Photocopier
- Other IT Equipment

**Submission Details:**

• **Application Form & Fee:**

The application form, along with the non-refundable fee of **Rs. 1180/-** has to be submitted in the name of the **Registrar, IIT(BHU)**, payable at **Varanasi**.

• **Submission of Date/Time and Address:**

Last date for the submission of application is **25.08.2025, (05:00 PM)**. The duly filled application form along with non-refundable fee must be submitted to the **Institute Purchase Cell, IIT (BHU), Varanasi, UP, 221005**.

For further details, may contact on [ipcell@itbhu.ac.in](mailto:ipcell@itbhu.ac.in)

**Instruction to Vendor for Registration / Empanelment of Vendors**

The Indian Institute of Technology (BHU) Varanasi, intends to register/impanel firms and companies that provide the repair and maintenance services of various types of IT equipment. This includes the repair and maintenance of:

- **Office IT Equipment:**

- Computers
- Printers
- Desktops
- Laptops
- Photocopier
- Scanner
- Other IT related office equipment

The main objective of registration of firms/agencies as Approved Vendors is to have a broad-based panel of technically capable, financially sound, and reliable sources of supply to which inquiries can be addressed for the Institute purchases.

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

All firms/agencies, which are in the business of repair and maintenance of various types of equipment (IT office equipment as mentioned above) are eligible for registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

### 2. The firms registered with IIT(BHU) 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/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.
- c) Rate Contracts and Running Contracts are generally awarded to registered firms.

### 3. Empanelment / Registration Procedure:

Procedure for empanelment of vendors with Indian Institute of Technology (BHU), Varanasi.

- 3.1. The applicant must carefully read all the pages of the document.
- 3.2. Vendor should be responsible for submission of Correct/relevant information/data.
- 3.3. The applicant should make sure prior to apply under a particular type of category that the Vendor/firm have meet the required eligibility criteria & experiences for the category of Work/item.
- 3.4. Service providers/suppliers seeking application forms shall have to pay the requisite (cost/fee) amount as stated below, for registration/empanelment. The amount shall be paid by NEFT (***Name of Account: Registrar, IIT(BHU), Name of Bank: State Bank of India, Name of Branch: IIT (BHU), Varanasi, Account No.: 32778803937, IFSC: SBIN0011445***) drawn in favors of “**The Registrar, IIT(BHU)**”, payable at **Varanasi**. The cost of application forms and processing fees to be remitted along with the forms shall be as Rs. 1000/- and will not be refunded.
- 3.5. PBG /SD of amount Rs. 10,000 /- INR shall be paid by Fixed Deposit Receipt in favors of “**the Registrar, IIT (BHU)**”, payable at Varanasi (Applicable to selected Vendors for Empanelment after shortlisting based on prerequisites)
- 3.6. Service providers/suppliers shall have to fill and submit the registration form along with required documents and fees to **Institute Purchase Cell, IIT (BHU), Varanasi**.
- 3.7. Applications incomplete in any respect, viz, non-submission of any required document or information, or fee in the requisite amount, are liable for rejection.
- 3.8. The sealed envelope containing the registration form, documents & fee should be clearly super-scribed on the top of the envelope as “**APPLICATION FOR VENDOR REGISTRATION / EMPANELMENT for IT EQUIPMENTS**”

**3.9.** The following essential documents (whichever is applicable) should accompany with the registration form:

- GST registration number and PAN number
- Audited balance sheet or Profit & loss account for last three years (2021-22, 2022-23, 2023-24)
- Annual turnover certificate for last three years duly certified by a CA firm (2021-22, 2022-23, 2023-24)
- Any other Certificates/licenses as applicable as per GOI Rules/Norms to be submitted
- A notarized certificate that the vendor hasn't been blacklisted by any institution of the Central/ State government / any PSU, University, Institute, etc. in the past three years should be submitted.
- The institute may ask the registered vendor/contractor to submit any other certificate from time to time as it may deem fit.

**3.10.** On receipt of the registration form along with the requisite documents as mentioned above the supplier shall be registered with the IIT (BHU) after Scrutiny.

**3.11.** The firm will be considered for registration/ Empanelment for an initial period of one year and their registration will be considered for renewal as per IIT (BHU) procedure, for 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 following details: (1) Registration Number, (2) Vendor Trade Group/ Category Number along with a description.

**3.13.** 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 black listed. & the PBG/ SD will be forfeited by the Institute.

## **Terms & Conditions for Vendor Registration / Empanelment as a Supplier**

### **4.1 General Clause**

**4.1.1.** IIT (BHU) reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of IIT (BHU) 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 IIT (BHU), Varanasi.

**4.1.2.** Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of IIT (BHU) and keep the Institute informed of new products/ developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.

**4.1.3.** This document is treated as a valid contract between IIT (BHU) and Vendor and adherence to all aspects of fair trade practices in executing the purchase orders / work orders placed by IIT (BHU) from time to time during the registration period.

**4.1.4** In case of impanelled vendor is found in breach of any terms & condition(s) of IIT (BHU) 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 PBG/Security Deposits shall be forfeited by IIT (BHU), besides debarring and blacklisting the vendor concerned for at least three years for further dealings with IIT (BHU), Varanasi.

**4.1.5** 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 year. All those firms which are registered and confirmed shall be entertained for various queries.

**4.1.6** 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 IIT (BHU), empanelled vendors are required to quote the Registration No.

**4.1.7** The IIT (BHU) 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.

#### 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 IIT (BHU), the vendor must voluntarily pass on the price difference to IIT (BHU) with immediate effect.

#### 4.3

This is to clarify that IIT (BHU) does not commit any fixed volume or value of business with empaneled vendors. Work will be awarded on an as-needed basis, and the vendor offering the lowest price among all empaneled vendors at the time of requirement will be selected for the job.

#### 4.4 Indemnity

The selected vendor shall indemnify the IIT (BHU) 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. IIT (BHU) / 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 purchase orders.

#### 4.5 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 IIT(BHU), **ii)** If the vendor fails to perform any other obligation(s) under the empanelment. **iii)** If vendor does not respond the limited tender enquiry/or quotation for IIT (BHU), Varanasi.

**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 IIT (BHU) (or takes longer period in spite of what IIT (BHU) may authorize in writing), IIT (BHU) may terminate the empanelment/ Purchase Order in whole or in part.

#### 4.6 Resolution of Disputes

**a)** The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

**b)** If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms as specified below. These mechanisms may include but are not limited to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and national or international arbitration.

**c)** In case of a Dispute or difference arising between the Purchaser and a supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996 as amended from time to time.

**d)** For any dispute, the place of jurisdiction shall be Varanasi, Uttar Pradesh, India only.

**Registrar  
IIT (BHU), Varanasi**

## Application Format for Vendor Registration

1. Name of the Company/ Firm: \_\_\_\_\_

2. a) Head Office/Registered Office: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

Web site (if any): \_\_\_\_\_

Date of Establishment: \_\_\_\_\_

b) Branch Office: \_\_\_\_\_

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(whatever is applicable)
a) Proprietary	Trade License
b) Partnership	Partnership Deed, Trade License
c) Private Limited Company	Memorandum of Article
d) Public Limited Company	Certified of Registration
e) Public Sector	Trade License

6. Name of Business (Tick appropriate)

Manufacturing	Service	Dealership	Service Provider
Others			

**7. Details of category for which Registration is sought**

S. No.	Category	Code	
<b>IT EQUIPMENT</b>			
1	<b>Computers/Desktop</b>	001	Specify the Brand for which the service is being offered (attach authorization certificate if available)
2	<b>Laptops</b>	002	Specify the Brand for which the service is being offered (attach authorization certificate if available)
3	<b>Printers</b>	003	Specify the Brand for which the service is being offered (attach authorization certificate if available)
4	<b>Photocopier Machine</b>	004	Specify the Brand for which the service is being offered (attach authorization certificate if available)
5	<b>Scanner</b>	005	Specify the Brand for which the service is being offered (attach authorization certificate if available)
<b>Note : Vendors are requested to enclosed detailed list of goods, services etc. as per annexure</b>			

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

a)		
b)		
c)		

**9. Audited Profit & loss account of last three years (Enclose Chartered Accountant's certification)**

a) 2021-22		
b) 2022-23		
c) 2023-24		

**10. Commercial Information Registration (Enclose Attested Copy Wherever Applicable)**

- a) GSTIN No. : -----
- b) Bank Account Details: -----
- c) Establishment / Factory License No.: -----
- d) PAN No.: -----
- e) Authorized letter: -----

**11. Details of Major Customers**

Name of Autonomous institution/ Government departments/ Major Public sector undertaking / Research and Development institutions where your firm is registered:

S. No.	Name of the Institution	Empaneled For	Contact Name	Contact Number

**12. Details of the Registration fee (Rs. 1,180/-not refundable)**

**DECLARATION BY VENDOR**

I confirm that

1) No employee or direct relation of any employee of IIT(BHU) 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:

## **Check List**

<b>S. No.</b>	<b>Particulars</b>	<b><i>Enclose the copy of the following &amp; tick as per applicability</i></b>
<b>1.</b>	Certified copy of pan and GSTIN in firm's name	
<b>2.</b>	Proof of registration of the firm/establishment/Factory License.	
<b>3.</b>	PAN card in the Firm's Name	
<b>4.</b>	Certified copy of the latest GST return	
<b>5.</b>	Last three years copies of audited profit and loss and balance sheet (for year <b>2021-22, 22-23, 23-24</b> ) along with auditor's note.	
<b>6.</b>	A notarized certificate that the vendor hasn't been blacklisted by any institution of the Central/ State government / any PSU, University, Institute, etc. in the past three years should be submitted.	
<b>7.</b>	Authorization letter from OEM if available	
<b>9.</b>	Undertaking that he will not supply services at the wrong price from us.	
<b>10.</b>	Satisfactory Experience	
<b>11.</b>	List of Services provided by the Vendor	

**Signature of Vendor**