



Indian Institute of Technology, Rajasthan  
Old Residency Road, Ratanada, Jodhpur – 342011, Rajasthan  
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Ref.No IITJ/REG/2010-2011/30

Dated: 27/10/2010

### **REGISTRATION OF VENDOR**

IIT Rajasthan, Jodhpur invites applications for REGISTRATION OF VENDORS in the prescribed form download from our website [http://www.iitk.ac.in/iitj/tender\\_notice.htm](http://www.iitk.ac.in/iitj/tender_notice.htm) for the supply of various items purchased through limited tenders costing upto 25 lakhs in each case/ each occasion.

### **TERMS & CONDITIONS FOR REGISTRATION**

1. The Registration will be done for the following categories individually & separately.
  1. Computer / Furniture/ Chemicals / Glassware / Electronic / Liveries / Scientific Equipment/ Stationery / Printing / Gas Cylinder (Nitrogen / Oxygen) / General Office Equipment's / Electrical & Electronics Components. & others.
  2. Horticulture, housekeeping and other out sourced services, protective appliances and other miscellaneous items not specified in the above groups.
2. The firm shall have the necessary infrastructure capability both financial and technical to supply the items for which registration is sought; financial turnover over of the last 3 years, duly certified by CA. Documentary evidence should be attached.
3. The application shall be submitted in the prescribed form only along with the Demand Draft of Rs. 100 /- (Rupees One hundred only), non-refundable in the favour of "Director IIT Rajasthan, Payable at Jodhpur" as registration fee.

4. The prescribed form shall be completed in all respect and the self-attested legible copies supporting documents shall accompany. Noncompliance of this requirement shall lead to rejection of application. ***The application in the prescribed form separately for each group shall be submitted within 21 days (18<sup>th</sup> Nov. 2010) from the date of the publication of the Notice.***
5. Separate registration is necessary for each group of items if the firm deals with more than one group. The above conditions shall be applicable for each such application individually and separately.
6. The registration shall be accorded to those firms who fulfill the requirement set by IIT Rajasthan, Jodhpur. The decision of the Institute shall be final. No correspondence on the decision of Institute regarding rejection of any application shall be entertained.
7. The registration shall be initially for a period of three years and can be renewed at the discretion of the Institute based on the firm's track record.
8. The registration does not bestow any right to the firm to be automatically eligible for issue of tenders/orders. The registration is liable to be cancelled, withdrawn or suspended in case of breach of the terms and condition and failure of the firm to fulfill the commitment without valid reasons. The decision of the Institute shall be final and binding in this regard.
9. The registration is not an endorsement of the performance of the firm and firms to whom the registration is furnished as part of tender are advised to get back to us for feedback on the performance of the firm.
10. The completed application in all respect send to "Assistant Registrar, Store & Purchase Section, IIT Rajasthan, Old Residency Road, Ratanada, Jodhpur – 342011" through registered post / courier or speed post only. ***By hand application shall not be accepted.***



**Note: Supplier must print CST/VAT No. /TIN No. /PAN No. / Service Tax No. on their Letter Head/Bill/Quotations**