**PUBLIC NOTICE**

**REGISTRATION OF CONTRACTORS FOR LIMITED TENDER**

Regional Institute of Paramedical & Nursing Sciences (RIPANS) is maintaining list of eligible and capable contractors for execution of works through Limited Tender. All reputed and established firms/contractors are invited to apply for the participation in the registration process and submit the attached registration Form.

Registered contractors will be eligible for consideration for execution of works through Limited Tender. Capability, past performance, financial background etc. of the interested parties will be thoroughly verified before consideration for registration.

An evaluation method for the purpose of registration of the applicant’s capabilities in the respect of vital elements of applicant’s organization and capacity to perform shall be established in order to participate in the Tender Enquiries by RIPANS, Aizawl, Mizoram. Each contractor’s performance in terms of quality, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the registration period.

RIPANS will process all the procurement of works in accordance with the policy defined and specified under General Financial Rules, 2017 framed by the Government of India.

Contractors will be classified under the following category:

1. Civil Works (Constructions, repairs, renovations, resurfaing of roads, painting, plumbing and sanitary lines etc.)
2. Steel and Aluminium Works.
3. Electrical Works.

The instructions and the prescribed format for registration of contractors can be accessed from our website [www.ripans.ac.in](http://www.ripans.ac.in). Required document available on the website consists of the following sections:

a.) Public Notice b.) Instructions to applicants

c.) Application Form d.) Terms & Conditions (Annexure I)

e.) Declaration (Annexure II)

Director

RIPANS, Aizawl

**INSTRUCTIONS TO APPLICANTS**

1. Duly filled in application form for registration along with its Annexures and all the supporting documents should be submitted in sealed envelopes superscribed with the category for which registration is being sought to:

Director, RIPANS,

Zemabawk, Aizawl,

Mizoram- 796017

1. The Contractors will be registered for a fixed period of 2 years. At the end of this period, registered contractors willing to continue with registration are to apply afresh for renewal of registration.
2. Registration does not guarantee that a particular contractor will receive a contract or award of work, but rather qualifies a contractor to submit a bid under Limited Tender Enquiry.
3. The Contractor should be Government registered - Individual/ Partnership/ Company/ Society/Firm.
4. The contractor should have a valid License for carrying out the trade or profession for which registration is being sought and must be in existence for at least 3 years.
5. The contractor has to furnish duly filled and signed Form in the specified format along with copies of relevant documents duly attested duly signed Terms & Conditions (Annexure I), declaration (Annexure II) including the documentary proof.
6. Every page of the registration document submitted by the contractor should be numbered and an “Index Page” mentioning page nos. against each type of document submitted must be attached with the document submitted by the contractor as Page No. 1**.**
7. Unsigned application & applications without Seal are liable to be rejected.
8. The Institute reserves its right to refuse registration of any or all contractors without assigning any reason thereof.
9. For any clarification with respect to procedure for registration, please send your queries to **ripans.aizawl@gmail.com**
10. RIPANS, Aizawl has sole discretion to register Contractors and withhold reasons for disqualification.
11. New contractor(s) may also considered for registration at any time, provided they fulfill all the required conditions.
12. Effort is being made by the Institute to identify a higher number of registered contractors to obtain more responsive bids on competitive basis.

**APPLICATION FORM FOR REGISTRATION OF CONTRACTOR**

To,

The Director,

RIPANS, Aizawl

Mizoram

Sub: Registration of Contractors.

Sir,

 I/We are applying for registration of contractor in your Institute as per the details hereunder:

**Registration/empanelment sought in: (**Please tick 🗹 in the appropriate box)

|  |  |
| --- | --- |
| Civil Works |  |
| Steel and Aluminium Works |  |
| Electrical Works |  |

**Details of Contractor:**

|  |  |
| --- | --- |
| Name |  |
| Status (Individual/ Partnership/ Company/ Society/Firm) |  |
| Full Postal Address |  |
| Pin Code |  |
| Contact No. |  |
| Email id |  |
| Website, if any |  |
| Name of contact person with contact no. |  |

**Tax details:**

|  |  |
| --- | --- |
| PAN No. |  |
| TAN No. |  |
| GST Registration No. |  |

\*Copies of Certificates must be provided.

**Registered with other Organisations:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of organisation** | **Registered Since** | **No. of Orders executed in last 03 years** | **Highest Order Value in last 03 years** |

|  |
| --- |
| **Category for which registered** |

 | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Financial details of the last three years:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Year** | **Turn Over in (Lakh)** | **Profit/Loss in Rs.** | **Remarks** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Fee details:**

|  |  |
| --- | --- |
| Bank Name & Branch |  |
| Payment Type | Demand Draft/Bankers Cheque |
| Demand Draft/Banker’s Cheque No and date |  |
| Amount |  |

**List of Document submitted: (**Please tick 🗹 in the appropriate box)

|  |  |  |
| --- | --- | --- |
| 1 | Demand Draft/Bankers Cheque of Rs. 1000/- in favour of Director, RIPANS |  |
| 2 | Copies of Audited Balance Sheets and Profit & Loss account for last three financial years  |  |
| 3 | Copy of PAN Card  |  |
| 4 | Copy of TAN Registration Certificate |  |
| 5 | Copy of GST Registration Certificate  |  |
| 6 | Copy of Contractor/Company/Firm registration certificate |  |
| 7 | Copy of Labour License  |  |
| 8 | Copy of Income Tax return filed for the Assessment Year of the last three years. |  |
| 9 | Copy of GST return filed for the Financial Year of the last three years. |  |
| 10 | Copy of Orders Executed/ Work done Certificates |  |
| 11 | Copy of Performance Certificate from clients  |  |
| 12 | Affidavit duly certified by the notary that the vendor has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending.  |  |
| 13 | Duly Signed Terms & Conditions for registration/empanelment as mentioned in Annexure I.  |  |
| 14 | Duly Signed Declaration as per the format prescribed in Annexure II  |  |
| 15 | An index Sheet mentioning S. No. of all the documents submitted with their corresponding page number in the document submitted for registration to the Institute.  |  |

Thanking you,

Yours faithfully,

Signature:

(with seal)

Date :

Place :

***ANNEXURE-I***

**TERMS AND CONDITIONS FOR REGISTRATION OF CONTRACTORS AT**

**REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES(RIPANS),**

**AIZAWL,MIZORAM**

1. Application must be accompanied by an application fee of Rs. 1000.00 (Rupees One Thousand) only in the form of Demand Draft or Banker’s Cheque drawn in favour of Director, RIPANS. The application fee will not be refunded under any circumstances.
2. Non-Tribal applicants should furnish attested photo copy of up-to-date Income Tax Returns of the last three years up to the latest year for which assessment has been made by the concerned authority. Original Certificate should be produced for verification at any time as demanded by the Institute authority.
3. The applicant should valid Mizoram GST registration. Duly attested photocopy of GST Registration Certificate should be furnished. Original Certificate should be produced for verification at any time as demanded by the Institute authority.
4. Attested photo copy of valid Registration Certificate should be furnished.
5. Work Done Certificate(s) accompanied by duly attested photocopy of Work Order should be furnished.
6. Copies of Audited Balance Sheets and Profit & Loss account for last three financial years to be submitted.
7. There should be no cutting or overwriting on the application form, otherwise it will be rejected.
8. Incomplete applications will summarily be rejected.
9. The contractors shall be liable to be removed from the list of registered contractor if they fail to abide by the terms and conditions of the registration or make any false declaration to the Institute or on any other ground which, in the opinion of the Institute, is considered to be against the public interest.
10. The registration will be utilized for Limited Tender Enquiry.
11. The Terms & Conditions mentioned in this document is applicable at the time of registration of contractors. A separate set of Terms & Conditions is to be issued at the time of Request of Quotation or Tender Inquiry as the case may be.
12. Nothing contained in this document shall supersede the Terms & Conditions to be issued at the time of tender enquiry from the registered contractor as the case may be.
13. It is the responsibility of the contractor to notify the Institute of any changes to its profile. If it comes to the attention that information is not valid or relevant at the date the Request for Quotation/Tender Inquiry, the Institute reserves the right to suspend the contractor, from the list of registered contractors.
14. The Institute shall conduct Contractor Performance Assessments for successfully registered contractors if and when necessary.
15. Registration of a contractor does not guarantee for placement of work orders.
16. The Institute may at its sole option reject any application without assigning any reasons thereof without prior intimation. Applicants shall not be entitled to claim any cost, charges or incidentals for or in connection with preparation of and submission of their applications.
17. In case of any dispute arising between the Institute and the applicant contractor, the decision of the Director of the Institute or his nominee shall be final and binding on both the parties.

I/We submit this tender after reading the tender notice, instructions, and terms and conditions contained herein and accepted by me/us.

 Signature

(With seal)

Date:

Place:

**ANNEXURE-II**

**DECLARATION**

1. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Son / Daughter of Shri \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director/ Partner/ Manager, resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorized signatory of the agency/Firm, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the registration procedure and undertake to abide by them.
3. The information / documents furnished along with the application form for registration are true and authentic to the best of my knowledge and belief. I / we, am/are well aware of fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Place: Seal