



Ref. No.:

Date:

NOTICE FOR ENLISTMENT

Applications are invited from the GST registered & reputed suppliers / manufacturer/ vendors for empanelment of their names at Maulana Abul Kalam Azad University of Technology, West Bengal during 2019-21.

The identified areas as follows:

GROUP-A: SUPPLIERS

1. Stationery & Office Materials,
2. Plumbing / Hardware
3. Electrical items,
4. Chemicals & Glass wares
5. Computers & Peripherals
6. Networking & related maintenance jobs
7. Scientific instruments / equipments
8. Furniture (Wooden/Steel) including Interior Decorating
9. Printing including binding.

Interested parties / vendors may submit applications in **prescribed format**, available from MAKAUT, WB website only. Same form is applicable for each of the eight categories (A-1 to A-8), however the vendors have to indicate the category to which they belong, separately for each category. Filled in Forms have to be submitted, along with 'non-refundable application fees' of Rs. 1,000/- (Rupees One thousand only) in the form of Demand Draft drawn in favour of **MAKAUT, WB payable at Kalyani**. The last date of submission of the same (either by person or by post) at the office of the Finance Officer at MAKAUT, WB, Simhat, Nadia is **2nd AUGUST, 2019 (till close of working hour)**, superscribing the envelop clearly with the category.

There will be two stage of verification process including personal interview with the applicant to judge the suitability & interest there on.

After introduction of 'Government Purchase Rules', the enlisted vendors are also required to compete with others, in open tender, in the cases, where the estimated values exceeds prescribed limit.

The University reserves the right to accept or reject any application. The decision of the University is final.

FINANCE OFFICER, MAKAUT, WB



FORM - A

SL.NO.:

CATEGORY:

(State any one category from A-1 to A-8)

(Fill up all fields to avoid rejection)

1. A.	Name of the Firm / Business Name:			
1. B.	Address:			
2. A.	Name of the Proprietor / Owner / Partner to deal with :			
2. B.	Name of the Authorised person other than at (2.A.):			
3.	Contact No (s) Fax No.: E-mail Id:			
4.	Trade Licence Details of 2018-19: (To enclose a Xerox copy)			
5.	Category for which enlistment is sought for : (only one category to state from A-1 to A-8)			
6.	Details of expertise in the area of enlistment applied (with credentials): (use separate sheet if required)			
7.	Details of authorized dealership / Retailship etc., for reputed brand & items in the area (use separate sheet):			
8.	Details of own manufacturing system / factory (including address): (Document from a Statutory body as a proof to be enclose)			
9.	Intention to serve all MAKAUT, WB campus or not: (tick at the appropriate box)	Main Campus	Salt Lake Office	Both the Campus
10.	GST Registration No.: (enclose photocopies, submit the original later for verification)			
10. A.	Copies of GST Returns GSTR- for the Financial Year 2018-19 (upto February 2019) & GSTR -3B for the month of February 2019 are to enclose: (enclose photocopies, submit the original later for verification)			
11.	PAN Number of the Farm / Company : (enclose photocopies, submit the original later for verification)			
11. A.	Copy of IT return for the Financial Year 2017-18 is to be enclosed: (enclose photocopies, submit the original later for verification)			
12.	Professional Tax Registration No.: (enclose photocopies, submit the original later for verification)			
13.	State the <i>other category(s)</i> for which enlistment also sought by separate application:			
14.	Demand Draft No. and Date against the application fee of Rs. 1,000/-: (original DD is to be enclosed)			
15.	Enlistment details at other Universities: (if yes, please provide a small report on orders executed during 2018-19)			



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly known as WEST BENGAL UNIVERSITY OF TECHNOLOGY)**

Main Campus: NH-12, Simhat, Haringhata, Nadia

Kolkata Office: BF-142, Sector-I, Salt Lake, Kolkata – 700 064

16.	Copies of the credentials enclosed:
------------	--

I confirm that I will follow the Rules & regulations already framed and to be framed for the purpose of enlistment, as determined by the University.

I certify that the information furnished above are true and correct.

Date:

Place:

**Full Signature of the applicant
With Stamp of the Firm / Company**

Instructions:

1. All column should be filled up properly & enclosures be furnished to avoid rejection.
2. There are nine categories identified for enlistment. Number of categories for enlistment of a firm will be restricted; separate application is to be submitted for each.
3. Last date of submission of form, SUPERCIBING THE CATEGORY ON THE TOP in sealed envelope at the Office of the Finance Officer, MAKAUT, WB within **2nd AUGUST, 2019 (till close of working hour)**.
4. Use separate sheet (in letterhead) of the firm / business where necessary.
5. Application money of Rs. 1,000/- is payable by demand draft in favour of '**MAKAUT, WB**' payable at **Kalyani**, be submitted with the form, which is non refundable.
6. Enlistment is dependent on fulfillment of all terms and conditions. Decision of the authority is final and binding.
7. The University reserves the right to accept or reject any application.

FOR OFFICE USE ONLY:

For use of Committee members for Evaluation:

DETAILS OF THE CRITERION	OBSERVATIONS	POINTS	REMARKS	