

VENDOR **REGISTRATION**

**Tata Institute Of
Social Science ,
V.N.Purav Marg,
Deonar , Mumbai-
400 088.**

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LAST DATE OF APPLICATION:- 12th JAN. 2024

- Applications are invited by The Registrar , Tata Institute of Social Sciences, Deonar, Mumbai 400088 for registration of Vendors.
- Vendors who have expertise in Civil, Plumbing, Electrical, Carpentry, Painting, Electronics, Water proofing, Interior works etc. can apply.
- Eligible Applicants will be shortlisted on Quality and Cost Based System (QCBS).

Applicants will be evaluated for following criteria by scoring method on the basis of details furnished by them.

- (a) Financial strength (Form 'A' & 'B') Maximum 20 marks
- (b) Experience in eligible similar nature of work Maximum 20 marks during last three years (Form 'C')
- (c) Performance on works (Form 'C') - Time over run Maximum 20 marks
- (d) Performance on works (Form 'D'-1) - Quality Maximum 40 marks

Total 100 marks

- To become eligible for short listing the Applicant must secure at least fifty percent marks in each (Section a, b, c & d) and sixty percent marks in aggregate. The Institute, however, reserves the right to restrict the list of such qualified contractors to any number deemed suitable by it.
- The average value of performance of works for time over run and quality shall be taken on the basis of performance report and eligible similar works.
- **Financial information:-** Applicant should furnish the Annual financial statement for the last two years in (Form "A"). Banker's Certificate in (Form "B") or Net worth Certificate in (Form "B-1").
- **Experience of similar works:-** Applicant should furnish the List of eligible similar nature of works successfully completed during the last two years in (Form "C") and ongoing works as well (Form C-1).
- **Organization information:-** Applicant is required to submit the information in respect of his organization in Forms "E"

(FORM 'A')
FINANCIAL INFORMATION

Financial Analysis –

- Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last two financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached)
- Gross Annual Turn Over on construction works
- Profit/Loss(standalone financial statement and consolidated financial statement both)

Signature of Chartered Accountant with Seal

(FORM 'B')
BANKER'S CERTIFICATE FROM A COMMERCIAL BANK

This is to certify that to the best of our knowledge and information that M/s./ Sh.....
..... having marginally noted address, ...as a Customer of our bank are/
is respectable and can be treated as good for any engagement upto a limit of Rs.....
(Rupees.....) This certificate is
issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank

NOTE

1. Banker's Certificates should be on letter head of the Bank, addressed to tendering authority.
2. In case of Partnership firm, certificate should include names of all partners as recorded with the Bank.

(FORM 'B-1')

FORM FOR CERTIFICATE OF NET WORTH FROM CHARTERED ACCOUNTANT

"It is to certify that as per the audited balance sheet and profit & loss account during the financial year , the Net Worth of M/s (Name & Registered Address of individual/firm/ company), as on (the relevant date) is Rs. after considering all liabilities. It is further certified that the Net Worth of the company has not eroded by more than 30 % in the last two years ending on (the relevant date)."

Unique Document Identification Number (UDIN)

Signature of Chartered Accountant

Name of Chartered Accountant

Membership No. of ICAI

Date and Seal

(FORM 'C')

**DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE
LAST TWO YEARS ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF
TENDERS**

S r . N o .	Name of work/ project and locatio n	Owner or sponsor ing organiz ation	Cost of work in Lakh s	Date of comm en cemen t as per contra ct	Stipu lated date of comp letion	Actual date of compl etion	Litigat ion/ arbitra tion cases pendi ng/ in progre ss with details	Name and address / telepho ne number of officer to whom referen ce may be made	Whether the work was done on back to back basis Yes/ No
1	2	3	4	5	6	7	8	9	10

* Indicate gross amount claimed and amount awarded by the Arbitration Tribunal

Signature of Applicant(s)

(FORM 'C'-1)
PROJECTS UNDER EXECUTION

S r . N o	Name of work/ Proje ct and locati on	Own er or spon sorin g orga nizat ion	Cost of work in lakhs	Date of commenc ement as per contract	Stipul ated date of compl etion	Upto date percen tage progre ss of work	Slo w prog ress if any and reas ons there of	Nam e and addre ss/ telep hone numb er of office r to who m refere nce may be made	Rema rks
1	2	3	4	5	6	7	8	9	10

Signature of Applicant(s)



(FORM 'D-1')

Assessment of Quality for Completed as well as ongoing works

(to be filled by client)

Name of Owner/Client:-

Particular	Good (10)	Better (20)	Best (30)	Excellent (40)	Remark
Civil					
Plumbing					
Electrical					
Carpentry					
Painting					
Electronics					
Interior works					
Water Proofing					
Internet Network					
Telephone Network					
Documentation					
Behavior					
Work Approach					
Labour Strength					
Equipment Strength					
Knowledge of work Methodology					
Safety					
Integrity					

Signature & Stamp of client

Please provide a certificate/ document from the Owner/ Client/ Architect confirming quality in all respect.



FORM ('E')
ORGANIZATION INFORMATION

- 1) Name of Applicant/Firm/Organization:-
- 2) Address:-
- 3) Telephone:-
- 4) E-mail:-
- 5) GST Registration :-
- 6) PAN:-
- 7) ESI & EPF:-
- 8) Any registration (PWD/CPWD/BMC/any other organization):-
- 9) Bank Details:-
- 10) MSME Registration:-
- 11) Expertise:-
- 12) Ever worked with TISS:-

Attach Xerox copies of available documents. Attach separate sheet for additional information.

- Applicants are requested to kindly get in touch with Assistant Engineer, Consultant (ID&S), Assistant Registrar (ID&S) in case of any query.
- The empanelment is mainly for Mumbai Campus. This empanelment may be considered for works of other campuses depending upon approval of the administration.
- Shortlisted applicants will be impaneled for the period of 1 year. Empanelment may be extended for another year depending upon the performance.
- Shortlisted applicants shall be required to furnish the security deposit as decided by the administration within 15 days from empanelment. Failing the same will result in cancellation of empanelment.
- Empanelment will be done in a particular category based on the expertise of the applicant.
- Empanelled vendors are advised to enroll themselves over TENDER WIZARD, CPPP.
- Institute reserves the right to reject the empanelment at any point without prior notice.
- This empanelment does not form any legal contract/ tender with TISS.
- Applicant is expected to sign over all the pages enclosed in this document.

(Application on Vendor's letter head)

The Registrar,
Tata Institute of Social Sciences,
V.N.Purav Marg, Deonar,
Mumbai 400088

Application for Empanelment of Contractors

Respected Sir,

I/We understood all the instructions, terms & conditions mentioned in the advertisement. I/We hereby declare that the information furnished in the application and the documents submitted are correct to the best of my knowledge and belief.

I/We authorize TISS to approach our clients, corporations, organizations etc. to verify the facts submitted by me/us.