

Empanelment of Suppliers and service providers

We educate 8,000 + students spread over 9 acres and are expanding our campus. We run a School with 2,500 students. We require suppliers and service providers in respect of:

CATEGORIES	ILLUSTRATIVE LIST OF COMPONENTS
Infrastructure	Civil, Electrical, Plumbing, Painting, Solar power, water proofing, Lifts, CCTV System, Air Conditioners, Fire Fighting System.
Technology	Desktops, laptops, Printers, Scanners, Servers, networking, UPS, Inverters, Bio-metric, PABX
Books	General and subject books, Newspapers and periodicals
Printing	Books, magazines, forms, others
Stationery	All types of stationery
Laboratories	Equipment, consumables and chemicals needs
Sports	Sports equipment and goods, Attire
Furniture	Class room, office, outdoor, Auditorium, Lab furniture and interior decor
House Keeping	Cleaning equipment, materials and services
Gardening	Gardening and landscaping materials and services
Hostels and Canteens	Provisions and Vegetables
Event Managements	Event managers and equipment providers
Security	Equipment and services
Fire and Safety	Fire extinguishers, consumables and service providers

Ethiraj College for Women

S.No	Applicant Particulars	Application for Empanelment
(a)	NAME OF APPLICATION FIRM:	
(b)	STATUS (SOLE / FIRM IN PARTNERSHIP / PVT. OR PUBLIC LIMITED COMPANY)	
(c)	PLACE OF INCORPORATION / REGISTRATION: YEAR OF INCORPORATION / REGISTRATION:	
(d)	REGISTERED HEAD OFFICE ADDRESS/TELEPHONE/FAX/E-MAIL:	
(e)	CONTACT OFFICE ADDRESS / TELEPHONE /FAX / E-MAIL:	
(f)	CONTACT PERSON AND TITLE:	
(g)	NAME OF PROMOTERS:	
(h)	NAMES OF PRINCIPAL SHAREHOLDERS:	
(i)	SHAREHOLDING PATTERN:	
(j)	PROOF OF CONSTITUTION OF LEGAL STATUS (TO BE ENCLOSED AS AN ATTACHMENT)	
(k)	AUDITED ANNUAL REPORTS FOR THE LAST THREE YEARS (STARTING FROM FINANCIAL YEAR 2016-17 TO FINANCIAL YEAR 2018-19) (TO BE ENCLOSED AS AN ATTACHMENT)	
(l)	DETAILS OF APPLICANT BANKERS NAME OF THE BANKER CONTACT PERSON, CONTACT ADDRESS, PHONE NUMBER / FAX NUMBER AND E-MAIL ID (BANKER – 1) (BANKER – 2)	
(m)	1. Have you been associated with Ethiraj College as a Supplier or a Service provider in the past 5 years: 2. If yes, Please indicate the category of items / services: 3. Please indicate the value of purchases / by Ethiraj College over the past 3 years.	Yes / No Services procured Rs.in Lakhs 2016 – 2017 2017 – 2018 2018 - 2019
(n)	Name of 2 responsible third party reference personnel	

DECLARATION STATEMENT
(LETTERHEAD PAPER OF THE SUPPLIER / SERVICE PROVIDER)

[DATE]

To,
THE PRINCIPAL & SECRETARY,
ETHIRAJ COLLEGE TRUST,
No.:70, Ethiraj Salai,
EGMORE, Chennai – 600 008.

Dear Sir,

- 1. LETTER OF APPLICATION - (LETTERHEAD PAPER OF THE APPLICANT)**
[INCLUDING FULL POSTAL ADDRESS, TELEPHONES, FAX, EMAIL ADDRESSES]

To,
THE PRINCIPAL & SECRETARY, ETHIRAJ COLLEGE TRUST,
No.:70, Ethiraj Salai, EGMORE, Chennai – 600 006.

Madam,

Being duly authorized to represent and act on behalf of _____ (hereinafter “the supplier”), and having reviewed and fully understood all the Terms information provided, the undersigned hereby apply to be qualified and conditions of empanelment as a Supplier / Service Provider of **ETHIRAJ COLLEGE FOR WOMEN, NO. 70, ETHIRAJ SALAI, EGMORE, CHENNAI – 600 008”**

2. I, the undersigned, do hereby certify that all the statements made in the application and attachments thereto are true and correct.

3. The undersigned also hereby certifies that neither our firms M/s. _____ nor any of its constituent partners have abandoned any work awarded to us by any Agency in India nor any contract awarded to us for such works has been rescinded, during last five years prior to the date of this application.

4. The undersigned also furnish undertaking that we are not declared by any court of law as proclaimed offenders also that we are not convicted under any law for the offences punishable under Indian Penal Code, Negotiable Instrument Act of any Labour / employee beneficial legislations.

5. The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by to verify this statement or regarding my (our) competence and general reputation.

6. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the College.

7. This application is made in the full understanding that:

- (a) THE ETHIRAJ COLLEGE TRUST, CHENNAI reserves the right, to reject or accept any application, cancel the Empanelment process and reject all applications; and
(b) THE ETHIRAJ COLLEGE TRUST, CHENNAI shall not be liable for any such actions and shall be under no obligation to inform the Applicants of the grounds of them.

Signed by an Authorized Officer of the Firm

Title of Officer

Name of Firm

Date

SIGNATURE OF THE SUPPLIER / SERVICE PROVIDER
WITH SEAL AND DATE

Terms and Conditions for Empanelment:

The application for empanelment should be as per the enclosed form only, without any exceptions.

The fully completed application should be submitted in a sealed envelope and dropped inside the locked Tender Box kept outside the Principal's Office on or before 1 PM on Monday, 20 January 2020.

No emails or correspondence would be entertained in this matter.

The envelope should be marked clearly with one of the 14 Categories mentioned in the above table followed by the nature of components – for example “Infrastructure / Plumbing”.

If you wish to empanel for all components under a particular category, please indicate only the name of Category.

If a company wishes to be considered for more than 1 category of our requirements, separate applications should be filed for **each** category it wishes to empanel.

The Box will be opened on 20 January 2020 at 3 PM and a review will be carried out in the following days for completeness of information, experience in that line of business, financial strength, list of major customers and educational institutions, branded / unbranded materials being dealt with, number of employees and various other factors.

The College's decision on empanelment is final and no reason will be provided for accepting or rejecting an application.

There is no explicit or implicit assurance from the College that empanelment would result in any orders being placed at a later stage.

The policy of the College is not to make any advance payment, except under extraordinary circumstances.

All documents received will be dealt with and kept in a confidential manner. None of the documents will be returned.

Suppliers and service providers associated with the College over a period of a time, with high quality products and services, would be given appropriate recognition.