

# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

## Enlistment Form for the supply of Computer & Computer Peripherals

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Last date of submission is on \_\_\_\_\_ up to \_\_\_\_\_

1. Name of the Supplier: \_\_\_\_\_
2. Status of the Supplier (please tick): (Manufacturer / Distributor / Dealer) \_\_\_\_\_
3. (a) Address of showroom / factory: \_\_\_\_\_  
(b) Telephone No. / Cell Phone No.: \_\_\_\_\_  
(c) E-mail: \_\_\_\_\_  
(d) Fax No. \_\_\_\_\_
4. Whether any branch exist in Siliguri, if so, please state the address \_\_\_\_\_  
\_\_\_\_\_
5. Deals in (please tick): Computers / UPS / Printers (Laser / Desk Jet / Ink Jet / Dot Matrix ) / Scanner / LCD Projector
6. Name of the Company and product, the Distributor / Dealer / Supplier deals in (enclose copy(s) of necessary authorization certificate from the company) \_\_\_\_\_  
\_\_\_\_\_
7. Trade License no.: \_\_\_\_\_ (latest copy to be enclosed)
8. PAN no: \_\_\_\_\_ (copy to be enclosed)
9. VAT Registration no.: \_\_\_\_\_
10. P.T. Registration no.: \_\_\_\_\_ (latest copy of PT clearance certificate to be enclosed)
11. Average Annual Turnover for last 3 years (min. Rs. 10 lakhs): \_\_\_\_\_  
(Audited copy of the annual accounts of last 3 years to be enclosed, however incase of turnover less than Rs. 40 lacs p.a. the submission of audited accounts is not compulsory but the accounts shall be certified by a Chartered Accountant)
12. Previous experience / credentials \_\_\_\_\_  
(Specially in COOCH BEHAR PANCHANAN BARMA UNIVERSITY  
)  
(Copy of order should be attached) \_\_\_\_\_

We declare that the above information is correct. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we have read, understood and shall abide by the Terms & Conditions of the enlistment and shall also abide by those to be laid down by the University time to time for the supply of Computer & Computer Peripherals.

Date

Place

Signature with Seal

# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

## TERMS & CONDITIONS

1. The successful vendor shall have to pay Rs. 10,000 (Rupees Ten Thousand only) as Earnest Money for enlistment (refundable).
2. Up to date Professional Tax (PT) Clearance certificate shall be attached with the offer.
3. The vendor shall have VAT registration.
4. Vendor shall submit a copy of the PAN Card.
5. Security Money @ 8% of the bill value will be retained by the University Authority which will be released after 3 months from the date of supply subject to satisfactory delivery and installation and redress of complaints if any.
6. Quotation will be invited from time to time, ordinarily, from the enlisted vendors. The University reserves the right to purchase the computers & computer peripherals from vendors outside the enlisted parties, if necessary.
7. The Enlisted suppliers shall submit quotation as and when asked by the University.
8. The applicant shall have minimum credential for supply of computers & computer peripherals worth Rs. 5 lakhs to Govt. / Semi Govt. / Local Self Govt / Autonomous Institutions. Necessary papers/documents shall be enclosed.
9. In case of failure to comply with these terms & conditions the enlistment shall be cancelled.
10. The enlistment shall be valid up to 31-03-2014 and may be extended for further period at the discretion of the University.
11. **If application form is downloaded from CBPBU portal, a demand draft of Rs. 1000/-, in favour of COOCH BEHAR PANCHANAN BARMA UNIVERSITY payable at SBI, Cooch Behar Sagar Dighi Branch, shall be enclosed towards the cost of application form.**
12. The University reserves the right to accept / reject any application and or cancel the enlistment

**Finance Officer  
(Convener)**

# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

## Enlistment Form for the supply of Furniture and Fixtures

Last date of submission is on \_\_\_\_\_ up to \_\_\_\_\_

1. Name of the Supplier: \_\_\_\_\_
  2. Status of the Supplier (please tick): (Manufacturer / Distributor / Dealer) \_\_\_\_\_
  3. (a) Address of shop / showroom / factory: \_\_\_\_\_  
(b) Telephone No. / Cell Phone No.: \_\_\_\_\_  
(c) E-mail: \_\_\_\_\_  
(d) Fax No. \_\_\_\_\_
  4. Whether any branch exist in Siliguri, if so, please state the address \_\_\_\_\_
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5. Deals in (please tick): (a) Steel Furniture (b) Wooden Furniture (c) Moulded Furniture (d) Wooden / Steel / Aluminium Fixture
  6. Name of the Company and products, the Distributor / Dealer / Supplier deals in (enclose copy(s) of necessary authorization certificate from the company) \_\_\_\_\_
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7. Trade License no.: \_\_\_\_\_ (latest copy to be enclosed)
  8. PAN no: \_\_\_\_\_ (copy to be enclosed)
  9. VAT Registration no.: \_\_\_\_\_
  10. PT Registration no.: \_\_\_\_\_ (latest copy of PT clearance certificate to be enclosed)
  11. Average Annual Turnover for last 3 years (min. Rs. 10 lakhs): \_\_\_\_\_  
(Audited copy of the annual accounts of last 3 years to be enclosed, however incase of turnover less than Rs. 40 lacs p.a. the submission of audited accounts is not compulsory but the accounts shall be certified by a Chartered Accountant)
  12. Previous experience / credentials \_\_\_\_\_  
(Specially in COOCH BEHAR PANCHANAN BARMA UNIVERSITY )  
(Copy of order should be attached) \_\_\_\_\_

We declare that the above information is correct. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we have read, understood and shall abide by the Terms & Conditions of the enlistment and shall also abide by those to be laid down by the University time to time for the supply of Furniture and Fixtures.

Date

Place

Signature with Seal

## COOCH BEHAR PANCHANAN BARMA UNIVERSITY

### TERMS & CONDITIONS

1. The successful vendor shall have to pay Rs. 10,000 (Rupees Ten Thousand only) as Earnest Money for enlistment (refundable).
2. Up to date Professional Tax (PT) Clearance certificate shall be attached with the offer.
3. The vendor shall have VAT registration.
4. Vendor shall submit a copy of the PAN Card.
5. Security Money @ 8% of the bill value will be retained by the University Authority which will be released after 3 months from the date of supply subject to satisfactory delivery and installation and redress of complaints if any.
6. Quotation will be invited from time to time, ordinarily, from the enlisted vendors. The University reserves the right to purchase the furniture & fixtures from vendors outside the enlisted parties, if necessary.
7. The Enlisted suppliers shall submit quotation as and when asked by the University.
8. The applicant shall have minimum credential for supply of furniture & fixtures worth Rs. 5 lakhs to Govt. / Semi Govt. / Local Self Govt / Autonomous Institutions. Necessary papers/documents shall be enclosed.
9. In case of failure to comply with these terms & conditions the enlistment shall be cancelled.
10. The enlistment shall be valid upto 31-03-2014 and may be extended for further period up to at the discretion of the University.
11. **If application form is downloaded from University portal, a demand draft of Rs. 1000/-, in favour of COOCH BEHAR PANCHANAN BARMA UNIVERSITY payable at SBI, Cooch Behar Sagar Dighi Branch, shall be enclosed towards the cost of application form.**
12. The University reserves the right to accept / reject any application and or cancel the enlistment

**Finance Officer**

# COOCH BEHAR PANCHANAN BARMA UNIVERSITY

## Enlistment Form for the supply of Stationary

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Last date of submission is on \_\_\_\_\_ up to \_\_\_\_\_

01. Name of the Supplier: \_\_\_\_\_
2. Status of the Supplier (please tick): (Whole seller / Retailer) \_\_\_\_\_
03. (a) Address of Office / shop : \_\_\_\_\_  
(b) Telephone No. / Cell Phone No.: \_\_\_\_\_  
(c) E-mail: \_\_\_\_\_  
(d) Fax No. \_\_\_\_\_
04. Whether any branch exist in Siliguri, if so, please state the address \_\_\_\_\_  
\_\_\_\_\_
05. Trade License no.: \_\_\_\_\_ (latest copy to be enclosed)
06. PAN no: \_\_\_\_\_ (copy to be enclosed)
07. VAT Registration no.: \_\_\_\_\_
08. PT Registration no.: \_\_\_\_\_ (latest copy of PT clearance certificate to be enclosed)
09. Average Annual Turnover for last 3 years (min. Rs. 3 lakhs): \_\_\_\_\_  
(Audited copy of the annual accounts of last 3 years to be enclosed, however incase of turnover less than Rs. 40 lacs p.a. the submission of audited accounts is not compulsory but the accounts shall be certified by a Chartered Accountant)
10. Previous experience / credentials \_\_\_\_\_  
(Specially in COOCH BEHAR PANCHANAN BARMA UNIVERSITY  
)  
(Copy of order should be attached) \_\_\_\_\_

We declare that the above information is correct. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we have read, understood and shall abide by the Terms & Conditions of the enlistment and shall also abide by those to be laid down by the University time to time for the supply of **Stationary**.

**Date**

**Place**

**Signature with Seal**

## COOCH BEHAR PANCHANAN BARMA UNIVERSITY

### TERMS & CONDITIONS

1. The successful vendor shall have to pay Rs. 10,000 (Rupees Ten Thousand only) as Earnest Money for enlistment (refundable).
2. Up to date Professional Tax (PT) Clearance certificate shall be attached with the offer.
3. The vendor shall have VAT registration.
4. Vendor shall submit a copy of the PAN Card.
5. Quotation will be invited from time to time, ordinarily, from the enlisted vendors. The University reserves the right to purchase the furniture & fixtures from vendors outside the enlisted parties, if necessary.
6. The Enlisted suppliers shall submit quotation as and when asked by the University.
7. The applicant shall have minimum credential for supply of **Stationary** worth Rs. 3 lakhs to Govt. / Semi Govt. / Local Self Govt / Autonomous Institutions. Necessary papers/documents shall be enclosed.
8. In case of failure to comply with these terms & conditions the enlistment shall be cancelled.
9. The enlistment shall be valid upto 31-03-2014 and may be extended for further period up to at the discretion of the University.
10. **If application form is downloaded from University portal, a demand draft of Rs. 1000/-, in favour of Cooch Behar Panchanan Barma University payable at SBI, Cooch Behar Sagar Dighi Branch, shall be enclosed towards the cost of application form.**
11. The University reserves the right to accept / reject any application and or cancel the enlistment

**Finance Officer**

**COOCH BEHAR PANCHANAN BARMA UNIVERSITY**

**Enlistment Form for the supply of Vehicles**

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Last date of submission is on \_\_\_\_\_ up to \_\_\_\_\_

01. Name of the Supplier: \_\_\_\_\_
02. (a) Address of Office: \_\_\_\_\_  
(b) Telephone No. / Cell Phone No.: \_\_\_\_\_  
(c) E-mail: \_\_\_\_\_  
(d) Fax No. \_\_\_\_\_
- 03 Whether any branch exist in Siliguri, if so, please state the address \_\_\_\_\_  
\_\_\_\_\_
04. Name of the **Vehicles available** \_\_\_\_\_  
\_\_\_\_\_
05. Trade License no.: \_\_\_\_\_ (latest copy to be enclosed)
06. PAN no: \_\_\_\_\_ (copy to be enclosed)
07. VAT Registration no.: \_\_\_\_\_
08. PT Registration no.: \_\_\_\_\_ (latest copy of PT clearance certificate to be enclosed)
09. Average Annual Turnover for last 3 years (min. Rs. 5 lakhs): \_\_\_\_\_  
(Audited copy of the annual accounts of last 3 years to be enclosed, however incase of turnover less than Rs. 40 lacs p.a. the submission of audited accounts is not compulsory but the accounts shall be certified by a Chartered Accountant)
10. Previous experience / credentials \_\_\_\_\_  
(Specially in COOCH BEHAR PANCHANAN BARMA UNIVERSITY  
)  
(Copy of order should be attached) \_\_\_\_\_

We declare that the above information is correct. We do hereby bind ourselves to submit quotation as and when asked by the University. We further declare that we have read, understood and shall abide by the Terms & Conditions of the enlistment and shall also abide by those to be laid down by the University time to time for the supply of **Vehicles on hiring basis**

**Date**

**Place**

**Signature with Seal**

## COOCH BEHAR PANCHANAN BARMA UNIVERSITY

### TERMS & CONDITIONS

1. The successful vendor shall have to pay Rs. 10,000 (Rupees Ten Thousand only) as Earnest Money for enlistment (refundable).
2. Up to date Professional Tax (PT) Clearance certificate shall be attached with the offer.
3. The vendor shall have VAT registration.
4. Vendor shall submit a copy of the PAN Card.
5. Quotation will be invited from time to time, ordinarily, from the enlisted vendors. The University reserves the right to purchase the furniture & fixtures from vendors outside the enlisted parties, if necessary.
6. The Enlisted suppliers shall submit quotation as and when asked by the University.
7. The applicant shall have minimum credential for supply of **Vehicles on hiring basis** worth Rs. 5 lakhs to Govt. / Semi Govt. / Local Self Govt / Autonomous Institutions. Necessary papers/documents shall be enclosed.
8. In case of failure to comply with these terms & conditions the enlistment shall be cancelled.
9. The enlistment shall be valid upto 31-03-2014 and may be extended for further period up to at the discretion of the University.
10. **If application form is downloaded from CBPBU portal, a demand draft of Rs. 1000/-, in favour of COOCH BEHAR PANCHANAN BARMA UNIVERSITY payable at SBI, Cooch Behar Sagar Dighi Branch, shall be enclosed towards the cost of application form.**
11. The University reserves the right to accept / reject any application and or cancel the enlistment

**Finance Officer**