



(A Govt. of Karnataka Society)

ಸರ್ಕಾರಿ ಉಪಕರಣಾಗಾರ ಮತ್ತು ತರಬೇತಿ ಕೇಂದ್ರ

Govt. Tool Room & Training Centre

(An Indo - Danish Project)

Rajajinagar Industrial Estate, Bangalore - 560 010, INDIA

REF: GTTC/MCD/ENQUIRY/VENDOR REGISTRATION/2016-17 Dated: 07.12.2016

Dear Sirs,

GTTC is a premier tool room, having 21 centres across Karnataka State. GTTC is imparting quality training and produce aerospace components.

GTTC is interested to have competitive & cost effective vendors on its approved vender list for supply of goods, viz. Raw material (MS ,SS, Aluminum ,Bronze, Titanium etc.);Cutting Tools; Hand Tools; Measuring Instruments, Machine accessories, machine spares, Computers, Printers, Cartridges, Electrical light fitting spares, Air conditioners, Office furniture, office stationery, Uniform clothes. Services, viz. Plumbing, Electrical Repairs, General Engineering Works, IT Agencies, Annual maintenance contracts etc. Parties desirous of registration with GTTC and the existing vendors may apply for vender registration furnishing all the relevant documents required.

The vendor registration programme shall be open for a period of 1 month and prospective Suppliers/ Service providers can apply for registration to enable them to execute the supplies/ provide services subject to their meeting the Pre-Qualification Criteria specified.

The last date for receipt of Vendor Registration Form complete in all respects along with required supporting documents is **Wednesday 11.01.2017, 5 P.M.**

Thanking you,

Yours faithfully,


(Dr. S.Naveenkumar Raju)
Managing Director



GENERAL TERMS & CONDITIONS FOR VENDOR

REGISTRATION

For participating in GT&TC tendering for supply of goods / service providing, it is essential for the vendors to get registered. The tender enquiry documents can be issued only for the registered vendors. The said registration, only qualifies a particular vendor for consideration to issue of tender documents in case of limited tenders. However, this will not give any claim to the party for award of work/ Purchase order.

1.0 QUALIFICATION CRITERIA FOR REGISTRATION :

1.1 MANDATORY QUALIFICATION FOR REGISTRATION :

- 1.1.1 Vendors must submit all necessary information / documents in support of their qualification for registration as per the 'Vendor Registration Form' specified in the Annexure-1.
- 1.1.2 The Vendor must be registered under relevant Act and should have a registered office.
- 1.1.3 The Vendor must have experience of supplying goods/ providing services in relevant / similar lines for the last three years. In case of new entrants not having previous experience, they can be considered with the condition that their supplies / works will be subject to 100% inspection and Registration will initially be done for one year and renewal is subject to satisfactory Vendor Performance.
- 1.1.4 The Vendor must have Excise Registration No, Sales Tax Registration No. Service Tax registration No., Separate PF code No., Labour license no., Income Tax PAN no.
- 1.1.5 The Vendor must have valid dealership authorization, if applicable.
- 1.2 Any vendor found defaulted with GT&TC or with any other Organization, shall not be considered for registration.
 - 1.2.1 Any vendor provides false information or grossly inaccurate or forged documents will stand automatically disqualified for consideration of registration.

- 1.3 A team of officials representing Purchase, Finance, Technical departments of GTTC may visit your facility, if required, before your enlistment.
- 1.4 GTTC reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of GTTC Management, in respect of registration of parties for various categories of work shall be final & binding on all concerned.
- 1.5 **Vendors who are already supplying / providing service shall also have to submit applications enclosing all the required documents.**
- 1.6 Once enlisted as a vendor, the same shall be communicated to them.
- 1.7 Once selected as vendor, you shall promptly respond to our tender enquiries, execute orders as per the order terms and keep us informed of new products/developments/ innovative ideas that shall help to reduce the cost and improve quality, reliability, etc
- 1.8 Any changes in the vendor's address/ telephone nos. etc are to be communicated immediately.
- 1.9 Vendor's failure to participate in bids shall be viewed seriously and three consecutive failures may lead to their disqualification from the vendor list.



GUIDELINES FOR FILLING THE APPLICATION FORM FOR REGISTRATION AS SERVICE PROVIDERS/ SUPPLIERS

1. The applicant should clearly read all the pages of the application form (Annexure – 1).
2. Correct/relevant information /data have to be furnished at appropriate places.
3. The applicant should make sure before applying for a particular type of Category, that he possesses the prescribed experience for that type of work / item.
4. Certificates such as sales tax in case of supply, PF registrations, Labour license and service tax registration in case of service & PAN number, Solvency certificate in the format of the Annexure -3, issued by any Nationalized Bank, also to be enclosed to the application form.
5. All the applicants who are interested for being registered as a Service provider / Supplier, have to produce Solvency Certificate (to be issued by a nationalized bank only) of values as indicated below in the enclosed format.

SL. No.	Value of work per year	Minimum value of solvency Certificate (to be issued by a nationalized bank only)
1.	<1.00 Lakh	NIL
2.	1.00 lakh- 3.00 lakh	Rs 25,000/-
3.	3.00 lakh-10.00 lakh	Rs 75,000/-
4.	>10.00 Lakh	Rs 2, 00,000/-

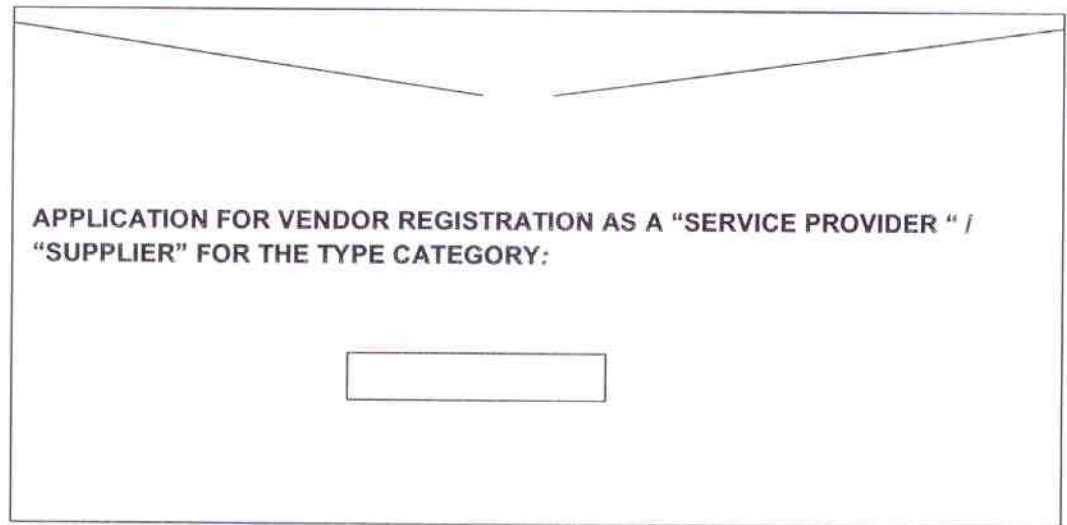
6. In case of any clarification required in respect of “filling of application form”, applicants may contact Deputy Manager – Material Control Department, Govt. Tool Room & Training Centre, Rajajinagar Industrial Estate, Bangalore – 560 010. on all working days during office hours.

Phone No. 080-23157189, gttc.mcd@karnataka.gov.in)

Website:www.karnataka.gov.in/gttc

Applications incomplete in any respect, like non-submission of any document or information are liable for rejection.

7. Applications completed in all respects are to be submitted in a sealed envelope as per the following format:



8. The "Type category" code should be clearly super scribed on the envelope as indicated above, failing which GTTC reserves the right to reject the application. List of codes for service provider/ supply is enclosed in Annexure-4.

VENDOR REGISTRATION FORM

1. NAME OF VENDOR :
2. REGISTERED OFFICE ADDRESS :
3. TELEPHONE / MOBILE NOS :
4. FAX NO. :
5. E- MAIL :
6. CONSTITUTION OF FIRM (MANUFACTURER/AGENT/ DEALER/PROPRIETARY ETC.) :
7. NATURE OF COMPANY (SMALL/MEDIUM/LARGE SCALE) :
8. S.S.I. REGN. NO.(If applicable) :
9. TURN OVER (LAST 3 YEARS) :
10. VAT REGN. NO. :
11. CENTRAL / STATE SALES TAX REGN. NO :
12. EXCISE REGN. NO. :
13. ECC NO.(if any) :
14. CATEGORY SOUGHT FOR REGN. : SERVICE PROVIDER / SUPPLIER (Strike off whichever is not applicable)
15. CATEGORY CODE NO. :
16. P F REGISTRATION NO :

17. SERVICE TAX REGISTRATION NO. :
18. LABOUR LICENSE NO. :
19. INCOME TAX PAN NO. :
20. ISO REGN. NO. (if any) :
21. VALID AUTHORISATION OF DEALERSHIP CERTIFICATE FOR SUPPLY OF SPECIFIC PRODUCTS. :
22. EXPERIENCE IN THE LINE :
23. ORDERS EXECUTED TO P.S.U's/ OTHER REPUTED ORGANIZATIONS (To be furnished in the format - Annexure – 2) :
24. LIST OF MAJOR CUSTOMERS :
25. MAN POWER DETAILS :
26. NEAREST SERVICE OUTLETS NEAR PRABHADEVI, MUMBAI :

ANNEXURE - 2

DETAILS OF WORKS / ITEMS SUPPLIED OF SIMILAR NATURE AND MAGNITUDE CARRIED OUT DURING LAST 3 YEARS

SL NO.	NAME OF THE WORK/ ITEMS OF SUPPLY	CLIENT'S NAME	VALUE OF THE WORK CONTRACT/ PURCHASE ORDER	WHETHER IT WAS COMPLETED WITHIN THE STIPULATED PERIOD.	REMARKS

- NOTE:**
1. Please enclose the true copies of the work orders/Purchase Orders for the items mentioned above.
 2. Please enclose the true copy of the certificates issued by the authorities as proof of successful completion of the work/ supply.

FORMAT FOR SOLVENCY CERTIFICATE
(To be issued by a Nationalised Schedule Bank only)

Reference No. _____

Dated: _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. _____
having their office at _____ are a
regular customer of our bank. They are solvent to an extent of Rs.

_____ (Rupees _____ only). The conduct of
their Account is good.

It is certified that this certificate is issued without any risk and responsibility on
the part of this Bank or any of it's officials in any respect whatsoever, more
particularly either as guarantor or otherwise. This certificate is issued at the
specific request of the customer.

Signature, Name & Designation of issuing authority with Seal

Annexure-4

CATEGORY CODES FOR REGISTRATION AS SUPPLIER FOR DIFFERENT ITEMS		
1	Office Equipment	Category code
1A	Supply of Computers, Laptop, Printers and Scanners etc	GTTCITEM001A
1B	Supply of Cartridges and other computer spares	GTTC-ITEM001B
1C	Supply of Fax Machines	GTTC-ITEM001C
1D	Supply of Projectors	GTTC-ITEM001D
1E	Supply of Xerox Machines	GTTC-ITEM001E
1F	Supply of Fire Alarm System	GTTC-ITEM001F
2	Electronic Equipment	
2A	Electronics Diploma Practical Examination spares	GTTC-ITEM002A
2B	Supply of UPS, Inverters etc	GTTC-ITEM002B
2C	Supply of Access Control System	GTTC-ITEM002C
3	Electrical Equipment	
3A	Supply of electrical spares viz.,light fittings and fans tube light accessories, CFL's tubes, starters, cables, switches ,sockets etc.,	GTTC-ITEM003A
4	Office Furniture	
4A	Supply of Wooden/Steel furniture's e.g. Sofa, Almirah, Fire proof storage racks, Safes, Tables, Chairs, Carpets of Reputed Manufacturers.	GTTC-ITEM004A
5	Raw Materials	
5A	MS ,Tool Steel /Stainless Steel/	GTTC-ITEM005A
6	Aluminum Material	
6A	Aluminum Flats, Rounds, Sheet / Extrusion Material	GTTC-ITEM006A
7	Brass / Copper / Bronze Material	GTTC-ITEM007
8	Plastic Material	GTTC-ITEM008
9	Cutting Tools	GTTC-ITEM009
9A	Solid Carbide End Mills, Carbide Inserts	GTTC-ITEM009A
9B	HSS Tools	GTTC-ITEM009B
9C	Hand Tools	GTTC-ITEM009C
9D	Machine Accessories	GTTC-ITEM009D
9F	Fasteners- Bolts, Nuts, Screws, Helicoil inserts etc	GTTC-ITEM009F
10	Measuring Instruments, Measuring Guages	GTTC-ITEM0010
11	Measuring Instruments-Service , Calibration &Test	GTTC-ITEM0011
12	Grinding Wheels	GTTC-ITEM0012
13	Oils & Lubricants	GTTC-ITEM0013
14	Fire safety Devices	GTTC-ITEM0014
15	House keeping Items	GTTC-ITEM0015
16	First Aid items	GTTC-ITEM0016

