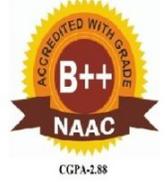




Office of the Principal  
**RANGAPARA COLLEGE, RANGAPARA**

ৰঙাপৰা মহাবিদ্যালয়, ৰঙাপৰা

(Affiliated to Gauhati University, UGC Recognised under 2(f) & 12 (B)  
P.O.- Rangapara, Dist - Sonitpur 784 505



**Dr. Ranjan Kalita**, M.A. MMC, Ph.D.  
Principal  
&  
Research Supervisor, G.U.

7002355539  
9435180914

Ref No. RC/Gen-4/SQ-75/2025/150

Date: 05-05-2025

**NOTICE FOR VENDOR REGISTRATION**

Rangapara College, Amaribari, Sonitpur, Assam-784505 offers for the registration of Vendors from the interested Vendors/Suppliers/Contractors/Service Providers who are in the business of specified categories as mentioned in Table mentioned below in page no. 3.

This registration, if approved will be valid for three years. Rangapara College reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of Rangapara College, in respect of the registration of parties for various categories of supplies/ works shall be final & binding on all concerned. Incomplete application(s) without the support of documentary evidence is likely to be rejected.

**Table**

Sl. No.	Category	Particulars
1	General Repairs	Civil/ Borewell Repair / Service contractor, Electrical, Plumbing/ Wooden work / Carpeting/ Painting/ Fabricating/ Piping / Polycarbonate/ Tensile fabric / Aluminum/ MS/SS/Structural steel/false ceiling /Misc repairs/addition/alteration works
2	Electrical Repairs (LT & General)	Air-cooler, vacuum cleaner and other electrical items instrument/equipment etc Electrical Works/Misc LT/low voltage wiring/cabling repairs/ addition /alteration for services works as called for.
3	AC / HVAC / Refrigerator	AC / HVAC Split AC, AHU, Refrigerator, Dehumidifier - repair work / installation / reinstallation / removal/ repair / gas filling / minor - major repairs / parts change (including compressor), Annual Maintenance Contract

4	UPS / Inverter/ Batteries	Repair of UPS, Invertors / batteries - repair / service/Annual Maintenance Contract
5	Furniture	Office furniture, computer furniture, hostel furniture, almirah, cabinet, Display Board etc.
6	Repair & Maintenances - Drinking water / RO	Water filer / purifier (RO) water purifier, water cooler, drinking water installation / reinstallation / removal/ repair / filter replacement / minor - major repairs / parts change (including compressor and gas filling in water coolers)
7	Pest Control	General pest control, Termite treatment, fumigation, Rodent control etc.
8	Sports material	Supply & Repair -sports material, fitness kit/ gymnasium etc.
9	Fire extinguisher	Dry powder type, water CO2 type, Mechanical foam type, CO2 type etc.
10	Grocery and Housekeeping items	Brooms, Brushes, Soap chips, Phenyl, Botha for mopping, Bucket, Mug, Grass Mat, cleaning powder, Naphthalene Balls, Baby Soap, Candle, Match Box, Bath Soap, etc. Phenyl, R2, R4, detergent, Floor cleaners, Toilet cleaners, Acid, dust pan, brooms, naphthalene balls etc.
11	Electrical, carpentry, plumbing & hardware & Accessories	Fan (ceiling/table/wall), water heater, inverters, generators, lamps & lighting fixture, decorative lamps, voltage meter, stabilizer, LED lights, plugs, switches, wire/ cable, electric fitting/ accessories, Drill machines, pipes, hammers, Door closer, inch-tape, Sanitary items etc
12	Lab equipment	Chemicals/ Solvents, Fine-Bio chemicals & kits, Plasticware/Glassware/ Filter, Surgical items, Syringes Needles, Gloves, Linen, Gowns, Face Mask, apron, misc lab material and other lab equipment
13	Printing & Stationery items	Office stationery, classroom stationery, Supply & Repair Sign board, notice board, green board, white display board, stand etc. Stamp (Hindi, English or bilingual) etc Printing of Signage, Cover design, composing, offset printing, screen printing, digital printing, Banners, Flex, letterpress printing, annual report printing, Binding, brochures, newsletter, ID cards, Invitation cards, forms, posters, letterheads, ledgers, registers etc
14	Software & IT Hardware	Software Computer & Server and related hardware/ printers, Xerox Cartridge Toners etc. LCD Projector, Mike, Speaker, Antivirus
15	Utensils	All Utensils items
16	Horticulture Items	All horticulture Items
17	IT / Computer peripherals	Supply & Repair - Computer, laptop, Hard Disk, VGA cable, HDMI cable, mouse, printers, UPS, projector etc.
18	Security & Fire Systems and Gadgets	CCTV Systems, NVR, DVR, CCTV cameras, metal detectors, Alarm systems, Fire alarm Systems and related equipment including AMC & Service

19	Cartridges & tonners of printer & Photocopier machine	Cartridges & tonners supply of HP/Samsung/Ricoh/Canon etc.
20	Event management and related items/services	Management of social, cultural, and academic events, Decorations, Tent house, Sound system, Catering services, Accommodation/ Hotel/ Guesthouse
23	Supply of medals & Awards	Supply of medals & awards
24	Electrical Material (HT & LT)	Supply of All Electrical Items, Non-consumables materials, Equipment, tools etc of LT & General purpose electrical items, (various types of Switches, Socket, Wires, Cables, MCBs, ELCBs, switchboards
25	Sanitary & Washroom fittings	All Sanitary & washroom fittings

### Guidelines & Instructions for Filling out the Vendor Registration Form

(Applicants need to comply with the requirements of the registration process. The information/ documents furnished will be treated in strict confidence.)

1. All columns in the Registration Form are to be duly filled up. Indicate, 'NIL' / 'Not Applicable', wherever details are not available or not relevant respectively. All sheets of the Registration Form are to be signed & stamped.
2. Only Correct / relevant information / data have to be furnished at appropriate places along with relevant self-attested supporting documents. Any vendor that provides false information or grossly inaccurate or forged documents will be disqualified for consideration of registration/cancellation of registration at any time. Vendors must submit all necessary information/documents in support of their qualification for registration as per the "Vendor Registration Form" specified in Annexure-I.
3. **Mere registering as a vendor does not entitle the registered entity towards any claim for the award of work/purchase order.**
4. An amount of Rs. 1000.00 (Rupees one thousand) only is to be deposited along with the application form for the registration of the vendor in the below mentioned bank account. **The registration fee is refundable to the applicants/vendors.** The amount will be refunded to the unsuccessful vendors/applicants after completion of the registration process. The registration fee will be refunded to the successful vendors/applicants after the completion of the term.

Account Holder Name: Principal Rangapara College  
Account No. 11399156349  
IFSC: SBIN0003883

5. Application complete in all respects is to be submitted along with supporting documents in a sealed envelope clearly superscribed as **“Application for Vendor Registration as a supplier/ service provider for Category at Sl. No.\_\_\_\_ Name \_\_\_\_\_”** and send to Office of the Principal, Rangapara College, Amaribari, Sonitpur, Assam-784505 on or before **31-05-2025**. The registration form is attached herewith.

(Dr. Ranjan Kalita)  
Principal  
Rangapara College

**VENDOR REGISTRATION FORM FOR EMPANELMENT**

<i>Please Specify the <b>Category and Sl. No.</b> mentioned in the <b>Table</b> for which Registration / Empanelment is Sought</i>		:	
<b>Sl. No.</b>	<b>Particular(s)</b>	<b>Detail(s)</b>	<b>Page No.</b>
1	Name of Company/Firm/Vendor	:	
2	Type of Firm <ul style="list-style-type: none"> <li>• Sole Proprietorship</li> <li>• Partnership Firm</li> <li>• Limited Liability Partnership</li> <li>• Public Limited Company</li> <li>• Private Limited Company</li> <li>• One Person Company</li> <li>• PSU / Govt. Enterprise</li> <li>• Any other</li> </ul>	: Attach relevant documents:- <ul style="list-style-type: none"> <li>• PAN of Firm (Proprietor);</li> <li>• Registered Partnership Deed duly signed by Registrar of Firms;</li> <li>• LLP partnership agreement; Certificate of Incorporation;</li> <li>• Memorandum of Association; Articles of Association;</li> <li>• Attach a copy of any other relevant Statutory document</li> </ul>	
3	Category of Vendor <ul style="list-style-type: none"> <li>• Retailer</li> <li>• Wholesaler</li> <li>• Distributor /Dealer</li> <li>• Manufacturer</li> <li>• Service Provider</li> </ul>	:	
4	Date of establishment of Business	:	
5	Address of Company/Firm/Vendor	:	
6	Telephone/Mobile Number	:	
7	E-mail Address	:	

8	Website address (if available)	:	
9	Name and Designation of company/ firm representative	:	
10	Email address of company/ firm representative	:	
11	Telephone numbers of company /firm representative	:	
12	Mobile No. of company / firm representative	:	
13	Permanent Account No. (PAN) GSTIN Registration Certificate	: : (Attach relevant document)	
14	Whether Company is a Micro/ Small Enterprise (MSE) Category	Yes/No (Tick as applicable)  (If yes, attach MSE/Udyam registration certificate)	
15	Whether Supplier/ Service provider is a Start-up Enterprise	Yes/No (Tick as applicable)  (If yes, attach DPIIT Recognition certificate)	
16	Whether the Supplier/ Service provider is registered in the GEM portal	Yes/No (Tick as applicable)  (If yes, attach relevant document)	
17	Whether your firm is approved by any Central / State Govt./ University, Any other organization for similar items	Yes/No (Tick as applicable)  If yes, a copy of a valid registration for similar supplies/ jobs is to be enclosed	
18	Have you previously done business with Rangapara College, Amaribari, Sonitpur?	Yes/No (Tick as applicable)	
19	Whether your firm has prior experience in the execution of similar nature of work	Yes/No (Tick as applicable)  If yes, a copy of the Purchase / Work Orders issued by the appropriate authority to this effect should be submitted	
20	Whether the company is under litigation/ arbitration cases during the last five years	Yes/No (Tick as applicable)  If yes, details are to be furnished in a separate sheet	
21	Whether Your Company has been blacklisted / debarred by any of the Central/State Govt./ PSU, University, Any other organization	Yes/No (Tick as applicable)  Attach a Declaration Regarding Blacklisting/ Debarring (Annexure-II)	
22	Bank Name		
23	Bank address		

24	Beneficiary Name		
25	Bank Account Number		
26	Bank IFS Code		

**UNDERTAKING TO BE FILLED IN BY VENDOR APPLYING FOR VENDOR  
REGISTRATION/EMPANELMENT**

We are very much interested in registering ourselves with you as “Supply / Service Provider/ Contractor. We have gone through all the conditions/ details mentioned in your prescribed format / registration document for the purpose. We agree to all your terms & conditions in this regard.

- ✓ I/We have filled in all the data /particulars in the format and have submitted the necessary copies of documents.
- ✓ I/We also certify that all the information furnished is true and correct to the best of our knowledge.
- ✓ I/We also agree that if on verification, any data/information is found to be false, Rangapara College reserves the right not to consider our offer for registration or blacklist us if already registered.
- ✓ I/We declare and confirm that all information and attachments submitted in this application are true and correct.
- ✓ I/We, also undertake to produce the document/certificates in original for verification as and when required by Rangapara College.
- ✓ I/We, now, request your good self to kindly consider us for the above registration.

Thanking you,

Yours sincerely,

\_\_\_\_\_  
Seal & Signature of the authorized signatory

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DECLARATION REGARDING BLACKLISTING / DEBARRING**

(To be executed & attested by a Notary public on non-judicial Stamp paper by the Applicant)

I/ We \_\_\_\_\_(Applicant) hereby declare that the Applicant namely M/s \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government Tender in India and has no litigation in any of the Court(s).

(OR)

I / We \_\_\_\_\_(Applicant) hereby declare that the Applicant namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government Tender for a period of \_\_\_\_\_ year's w.e.f. \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm / company is entitled to take part in Government Tender.

In case the above information is found false, I / we are fully aware that the Tender / contract will be rejected/cancelled by Principal, Rangapara College and EMD / Performance Security shall be forfeited.

In addition to the above, Principal, Rangapara College will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary)

Name \_\_\_\_\_

Address \_\_\_\_\_

Seal & Signature of the authorized signatory