



## INDIAN INSTITUTE OF MANAGEMENT INDORE

Prabandh Shikhar, Rau- Pithampur Road, Indore -453 331

Phone: +91-731-4228630 Fax :+ 91-731-4228615

Web site : <http://www.iimdr.ac.in>

### **Notice For Enlistment/Registration of Vendors/Contractors for Supply/Services**

Indian Institute of Management Indore invites applications from competent and experienced manufacturers/ Vendors/ Contractors/ Suppliers/ Consultants/ Service Providers for supplying/providing equipments, accessories, furniture, materials, consumables and services etc. including AMC providers for registration.

#### **A- Suppliers/ Manufactures/ Distributors/Dealers:**

1. Computers, MNC Brand Hardware's, ISO certified Hardware's, Printer (LaserJet, Inkjet) various types of licensed Software's Computer consumables such as CD-ROM, DVDs, and Toner/ink Cartridges etc.
2. UPS (On line, Off line), Servo Stabilizers, Batteries (Maintenance Free) etc.
3. Washing Machines, Refrigerators, Televisions, Telephone instruments and other electronic equipments
4. Hardware like Tools, machineries, equipments, Sanitary wares, Pipefittings, paint, wood and other building material
5. All types of stationary items.
6. Furniture of office, classroom, Hostel and Guest House requirement.
7. Electrical installation, electric/electronic goods, teaching equipment
8. Sports items, Sports equipments
9. Kitchenware like Utensils, kitchen equipments, Crockery etc.
10. Supply of furnishing items like curtains, bed sheets, Pillows, Towels, cloths etc.
11. Supply of Bags, shoulder bags, Luggage Bags etc.
12. Supply of Medicines.

#### **B- Contractors :**

13. Contractors for Civil Works (Contractors Class -A, B , C)
14. Contractors for Civil Maintenance
15. Contractors for Electrical Works (Contractors Class -A, B , C)
16. Contractors for Electrical maintenance works
17. Contractors for Landscape Maintenance works/ Gardening
18. Contractors for Painting and white washing works.
19. Contractors for Plumbing services
20. Contractors for Furniture & furnishing works
21. AMC for Sewage Treatment Plant
22. AMC for telephone / Exchange (EPABX) services
23. AMC of Air conditioning works (Window and split)
24. AMC for Central Air conditioning System
25. AMC for Diesel Generator Set Operation & Maintenance
26. AMC Water Coolers & Fridges, Washing Machines

27. AMC Fire Alarm System.
28. AMC for Fire Extinguishers
29. AMC for High- Tension lines
30. AMC for Pest Control Services
31. AMC for Carpentry Maintenance

**C- Service Providers:**

32. Service Provider for Secretarial and office support Services.
33. Service Provider for Housekeeping Services
34. Service Provider for Security Services
35. Service Provider for Catering Services
36. Service Provider for Courier Services
37. Service Provider for book binding/ Spiral binding
38. Service Provider for Photocopying
39. Service Provider for taxi hiring/ Bus Hiring
40. Service Provider for Printing of Brochures, Catalogs, Year Books, Reports etc.

**D- Consultants:**

41. Consultants for Architects and Structural Engineers
42. Consultants for Interior Decoration
43. Consultants for Electrical Works
44. Consultants for HVAC Works
45. Consultants for Horticulture and Landscaping Works

**Documents required for registration.**

**A- Suppliers/ Manufactures/ Distributors/Dealers: (Sl. No. 1 to 12)**

- i. VAT/ Sales Tax Registration No./ Tin No.
- ii. Service Tax Registration No. (If required)
- iii. Income Tax PAN no.
- iv. Shop/Establishment Registration number
- v. Dealership documents (if any)
- vi. List of clients
- vii. Balance sheet of previous year

**B- Contractors: (Sl. No. 13 to 31)**

- i. VAT/ Sales Tax Registration No./ Tin No.
- ii. Service Tax Registration No.
- iii. Income Tax PAN no.
- iv. Shop/Establishment Registration number
- v. Dealership documents (if any)
- vi. List of clients
- vii. PF Registration Number
- viii. Insurance Policies
- ix. Balance Sheet of last 3 years
- x. Last 3 years turnovers
- xi. Income Tax Clearance Certificate

- xii. Registration with the Statutory Authorities stating the grade of the contractor

**C- Service Providers: (Sl. NO.32 to 40)**

- i. VAT/ Sales Tax Registration No./ Tin No.
- ii. Service Tax Registration No.
- iii. Income Tax PAN no.
- iv. Registration with statutory authorities
- v. Dealership documents (if any)
- vi. List of clients

**D- Consultants: (Sl. NO.41 to 45)**

- i. VAT/ Sales Tax Registration No./ Tin No. (If required)
- ii. Service Tax Registration No.
- iii. Income Tax PAN no.
- iv. Establishment Registration number
- v. Dealership documents (if any)
- vi. List of clients
- vii. License & Membership documents and their validity period
- viii. Affiliation with the Professional Bodies/Statutory authorities

Please fill up the Application Form appended below stating the documents attached for registration. Please indicate the category and serial number for supply/services and enclose the required documents as indicated above alongwith the application form. In the absence of required documents, applications will be out-rightly rejected. Institute reserves the right to accept or reject any of the application without assigning any reason, thereof No representation in this regard shall be entertained.

Request for registration along with forms duly completed is to be sent to Stores & Purchase Officer



## INDIAN INSTITUTE OF MANAGEMENT INDORE

Prabandh Shikhar, Rau- Pithampur Road, Indore -453 331

Phone: +91-731-4228630 Fax :+ 91-731-4228615

Web site : <http://www.iimdr.ac.in>

### REGISTRATION FORM

Category : A- Suppliers/ Manufactures/Distributors/Dealers (SL No. 1 to 12)  
B- Contractors: (Sl. No. 13 to 31)  
C- Service Providers: (Sl. NO.32 to 40)  
D- Consultants (Sl. NO. 33 to 45)

Nature of service/supply :  
(Please indicate the Sl. No. of the services  
Listed in the above 4 categories)

Name of the Firm / individual :

Address :

Telephone & Mobile No. :

Fax N o :

Email ID :

I/ We enclose following certificates as required under the category applied for:

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)
- viii)
- ix)
- x)

Place :

Date :

Signature:

Name :

Designation:

\*Please use separate sheets to furnish more information / details of documents enclosed.