



सी.एस.आई.आर.- केन्द्रीय वैज्ञानिक उपकरण संगठन
(वैज्ञानिक तथा औद्योगिक अनुसन्धान परिषद्)
सेक्टर - 30 सी, चंडीगढ़ (भारत) - 160030
CSIR-Central Scientific Instruments Organisation
(Council of Scientific & Industrial Research)
Sector 30-C, Chandigarh (India) - 160030
<https://www.csio.res.in>



No.SPO/VR (1)/2023-PUR

December 28, 2023

VENDOR REGISTRATION NOTICE

Director, CSIR – Central Scientific Instruments Organisation, Sector 30-C, Chandigarh intends to empanel manufacturers, authorised suppliers/dealers, traders etc. of different categories /sub-categories of items to meet procurement needs of CSIR-CSIO under different modes (Cash/Credit/LPC etc.).

Interested vendors may go through the “Instructions to Vendors – for Registration in CSIR-CSIO, Chandigarh” (on following pages) to register with CSIR-CSIO. A list of categories/sub-categories of items is also appended for vendors for picking appropriate choice for registration.

Complete applications with desired information, registration form, undertaking, fees etc. addressed to:

Director,
CSIR-Central Scientific Instruments Organisation,
Sector 30-C, Chandigarh -160030
Attention : Stores & Purchase Officer

must reach before **19.1.2024 upto 3.00PM.**

Competent Authority, CSIR-CSIO reserves the right to accept or reject any or all applications.

Arvind Kumar
Stores & Purchase Officer
CSIR-CSIO, Sector 30-C, Chandigarh
Tel – 0172-2672212, 2652651
Email – spo@csio.res.in

PART - I

Instructions to Vendors— for Registration in CSIR-CSIO, Chandigarh

The following are the Instructions for Vendors for Registration, as an approved Vendor/supplier of Goods to the CSIR-CSIO herein after called the Procuring Entity.

1. Vendor should be in business for a minimum period of past 3 financial years. Vendor should provide the details of the Annual Turnover of the Vendor during the preceding three financial years.
2. Start-ups registered with DIPP (DPIIT) (GoI) with valid certificate and MSEs are exempted from the conditions at Sl.No.01.
3. Vendor debarred or against whom punitive action is taken by CSIR-CSIO / Any other CSIR Institute/Unit etc. or any other Government Entity shall not be eligible for registration/re-registration for a period of 2 years or as prescribed in debarment letter. Registration request may not be entertained from such vendors, stakeholders who have any interest in deregistered/banned firm. An undertaking must be provided by the vendor as per Annexure 'B'.
4. The registered firms shall be exempted from depositing the EMD/BS against tenders of CSIR-CSIO for the supply of goods or services as indicated in the Registration Letter for the item(s) of sub-categories for which it has been registered.
5. Validity of Vendor registration shall be for a period of three years from the date of registration.
6. Vendor registration fee is Rs.1000/- (One Thousand) inclusive of taxes and will be non-transferable and non-refundable for the vendors approved for registration per sub-category. The Fee may be paid only through a DD/BC in favour of the Procuring Entity (Director, CSIR - Central Scientific Instruments Organisation, Sector 30-C, Chandigarh-160030).
7. Vendors must choose Categories, associated Sub-Categories of the items and then the Generic Name of item (s) for which the vendor is willing for registration. Vendor may opt for registration for one or more sub-categories and item (s) as selected by the Vendor. **In case a vendor desires to get registration in more than one sub-category, separate fee shall be charged.** Vendors registered in Central Public Procurement Portal www.etenders.pov.in must mention their login id in the application form.
8. The Registration Certificate shall be awarded on recommendations of a Vendor Registration Committee (VRC) in the Procuring Entity who will evaluate vendors/based on criteria, which may include:
 - (a) Credentials/performance as verified with other customers as per references submitted by the Vendor. List of customers during past 3 years, who have been supplied related category of items, must be attached along with reference PO copies.
 - (b) Manufacturing, Testing and Service capability (as evidenced by documents evidencing manufacturing capability) for the category of Equipment (as per CSIR's Categories of items). Start-Ups and registered as manufacturer; are exempted from having own in-house testing facilities.

- (c) Quality control system (ISO-9001).
- (d) After sales/Testing facility available and/or BIS number.
- (e) Financial standing (evidence from Banker/Audited Balance Sheet 3 years certified by CA)

10. Code of Integrity in Public Procurement (CIPP) and Disclosure of Conflict of Interest.

Application will not be entertained unless the applicant (vendor) agrees to abide by Code of Integrity in Public Procurement (CIPP). A declaration must be signed and appended to the Registration form. CIPP mandates observance of highest standards of ethics in the procurement process and prohibits corrupt practice / Fraudulent practice / Anti- Competitive practice / Coercive Practice / Conflict of Interest and Obstructive practice. All vendors must declare any Conflict of interest and any previous transgressions of code of Integrity during the last three years. The declaration by the vendor on Conflict of interest and abiding by CIPP as per relevant clause given in the form for registration must be signed and uploaded.

11. Status of Vendor

- (a) Private Limited Company
- (b) Partnership
- (c) Sole Proprietorship
- (d) Society
- (e) Public Sector Undertaking (PSU)
- (f) Central/State Government Department
- (g) Others (to specify)

12. Type of Company(Vendor)

- (a) Manufacturer
 - (i) Indian
 - (ii) Foreign

Firms seeking registration with CSIR-CSIO should have the facilities and premises for manufacturing the products for which registration is applied for. Manufacturing premises can either be owned by them or on lease or any other arrangements.

(b) Sole Selling Agent / Authorized Agent / Distributors of Indian Manufacturer supplying Stores of reputed Indian manufacturers.

(c) Indian Agents of Foreign Manufacturers – (with details of Foreign Manufacturer).

(d) Stockists /Distributors of Imported goods (with option to select any one or more).

(e) Sole selling Agent/Stockists/ Distributor of Foreign manufacturer.

(f) Fabricators.

(g) Service Providers.

(h) General Suppliers

13. **Names and addresses of Units/Branch offices of the applicant firm:**

All details relating to Unit/Branch offices of the applicant firm (same Vendor) should be mentioned in the Form for Registration of Vendors. No separate certificate will be issued in the name of Units/Branch Offices of the applicant firm.

14. Mere submission of application for vendor registration or renewal does not give any right to the vendor for registration and no benefit based on such submission can be claimed.
15. Wherever necessary, the VRC may evaluate and/or inspect physical address/premises of the vendor for confirming the credentials. However, the decision whether to inspect or not will be at the discretion of the Committee.
16. A certificate will be issued by the COSP / SPO as recommended by VRC and approved by the competent authority bearing a unique registration number.
17. Performance and conduct of every registered supplier shall be watched by the Procuring Entity who shall reserve the right to remove firms who do not perform satisfactorily, even during the validity of registration (after giving due opportunity to the supplier to make a representation) if they fail to abide by the terms and conditions of the registration or fail to execute contracts on time or supply substandard goods or make any false declaration to any Government agency or for any ground which, in the opinion of the Procuring Entity, is not in public interest.
17. The Procuring Entity will communicate deficiencies / shortcomings to Vendors whose application for registration is not accepted before granting the registration. Where a request for re- verification and review is made by the firm within the period prescribed by the Procuring Entity, review shall be undertaken. Requests for re-verification after expiry of the said period would be treated as a fresh application and processing fee shall be charged for such re-verification.
18. The fee of the vendors whose application has not been approved for registration shall be refunded to the vendor after deducting the GST.
19. **Appellate Authority:** Director CSIR-CSIO is Appellate authority for considering review of rejection of an application for registration of Vendor or any other grievance related to the vendor registration.

The registration form, complete in all respects and accompanied with the requisite processing fee and prescribed documents shall be submitted by the firms to the SPO, CSIR-CSIO, Sector 30, Chandigarh latest by 19.1.2024 upto 3.00 PM.

PART - II

Vendor Registration Form

1	Name of the Vendor	
2	Head/Corporate/Regd. Office	
3	Postal Address with Telephone, Mobile, Fax No. & E-mail ID	
4	Website / URL of the Vendor	
5	Name of the Contact Person with Mobile, Fax No. and E-Mail ID	
6	Name and contact details of the Head of the Company i.e. CEO/Proprietor/ Chairman	
7	Branches (Cities/ Towns) with address	
8	Name and address of Sister Concern(s)	
9	PAN No.	
10	Name and address of firm(s) where Director/Partner of applicant firm is/are holding similar post	
11	GST No.	
12	Upload document (copies of PAN, GSTN, Firm legal status (Company/ Partnership/ Sole proprietorship))	
13	START-UP upload document of DIPP regn: / validity	
14	Are you registered under any one of the following: i) The Indian Companies Act, 1913 ii) Indian Partnership Act, 1932 iii) Proprietorship (please give full names & addresses) iv) Indian Factories Act, 1951 iv) Society Registration Act, 1860 VI. PSU(Public sector undertaking) vii) Central/State Govt. Deptt viii) Others(specify)	
15	Whether you are a Micro & Small Scale Industrial Unit? If yes, then the i) Registration No. & Date ii) Validity iii) Monetary limit upto which registered iv) Goods/ Services for which registere	
16	TYPE OF FIRM/VENDOR: 1. MANUFACTURER: • INDIAN	

	<ul style="list-style-type: none"> • FOREIGN 2. Sole Selling Agent/Authorized Agent/Distributors of Indian Manufacturers 3. Indian Agent of Foreign Manufacturers 4. Stockists /Distributors of Imported items 5. Sole selling Agent/Stockist/ Distributor of Foreign manufacturer 6. Fabricator 7. Service Provider 8. General Suppliers 	
17	Whether you are holding BIS or any other License, if so, details thereof along with copy of the same?	
18	Whether you are sole Distributor or Regional Agent. State territories held & attach other necessary documents (with clear validity and Terms)	
19	Whether you have adequate facilities for after sales service / Testing services, give details. If not, please specify other arrangements regarding after sales service / Testing service.	
20	Banker details of the vendor	
	Name & Address of Bank	
	Name in which account stands	
	Account Number	
	Account Type	
	IFSC Code	
	MICR No. of Bank	
	SWIFT Code of the bank, if any	
21	Login ID of CPPP www.etenders.gov.in	
22	Declaration by the vendor on abiding by code of integrity (CIPP) and disclosure on conflict of Interest.	
23	Sub-Category of items for which registration is applied	
24	Whether you are registered with any CSIR Institute / Laboratory? If yes, please provide details.	

Signature

(Name of the Authorized Signatory) Company Seal

Format for declaration by the Bidder for Code of Integrity & conflict of interest (Refer para 3.2.1 & 5.1.2 (ix)(m) of the CSIR Manual) (On the Letter Head of the Bidder)

Ref. No: _____

Date _____

To, _____

(Name & address of the Purchaser)

Sir,

With reference to your Tender / Notice No. _____ dated _____ I/We hereby declare that we shall abide by the Code of Integrity for Public Procurement as mentioned under Para 1.3.0 of ITB (Instructions to Bidders) of the Tender document of CSIR MPG 2019 and have no conflict of interest.

The details of any previous transgressions of the code of integrity with any entity in any country during the last three years or of being debarred by any other Procuring Entity are as under:

- a)
- b)
- c)

We undertake that we shall be liable for any punitive action in case of transgression/ contravention of this code.

Thanking you,

Yours sincerely,

Signature

(Name of the Authorized Signatory) Company Seal

UNDERTAKING

To

1. I/We do hereby declare that our firm has not been blacklisted / debarred by any Govt. department / Public Sector Undertaking / Autonomous Body etc.
2. I/We certify that all information furnished by our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organisation shall without giving any notice or reason therefor or summarily reject/terminate our registration, without prejudice to any other rights or remedy including the forfeiture of the full said registration fee deposited, absolutely.

Yours faithfully,

(Name and Signature of authorized signatory of Vendor with official seal)

List of Category and sub category

Notes:-	
CAPITAL BOLD	CATEGORY
CAPITAL Only	SUB-CATEGORY
Category	Sub Category
APPARTUS AND EQUIPMENT	
	AIR CONDITIONING EQUIPMENTS
	CHEMICAL TESTING EQUIPMENTS
	GAS GENERATORS
	PHYSICAL TESTING EQUIPMENTS
	COMPRESSION TESTING MACHINE
	BALANCES
	DRILING MACHINES
	GAS CHROMOTOGRAPHS
	GREEN HOUSE
	PRINTING MACHINERY
	SURVEILLANCE & SAFETY EQUIPMENTS
	CCD CAMERS
	BIOMETRIC ATTENDANCE SYSTEMS
	WATER TREATMENT PLANTS
	EFFIUENT TREATMENT PLANTS
	LIQUID NITROGEN PLANT
	MEDICAL EQUIPMENTS
AIR CONDITIONING AND REFRIGRRATION	
	DEEP FREEZER
	WINDOW AC
	SPILT AC
	TOWER Acs
	WALK IN COOLER
	AC PLANTS, PACKAGE UNITS
	COLD ROOM
	REFRIGERATOR
AUDIO VISULA EQUIPMENT	
	CAMERA
	VIDEO WALL
	LCD PROJECTOR
	OHP PROJECTOR
	MULTI MEDIA PROJECTOR
	MOVIE PROJECTOR
	VIDEO PROJECTION SYSTEM
	VISUALISER
	TELEVISION

	VCR
	PA SYSTEM
	DVD PLAYER
	AMPLIFIER
	SPEAKER SYSTEM
	PHOTOGRAPHIC EQUIPMENTS
OFFICE EQUIPMENTS	CALCULATORS
	BICYCLES
	DUPLICATOR
	DISPLAY BOARD
	PHOTOCOPIER
	EPAPX
	KTS
	TELEPHONE HAND SETS
	MOBILE PHONES
	WALKIE TALKIE
	BINDING MACHINES
INFORMATION TECHNOLOGY- HANDWARE	SERVERS
	DESKTOP
	LAPTOPS
	PRINTER
	ALL IN ONE MFP
	LAN SWITCH
	STORAGE AREA NETWORKS
	LAN ITEMS
	ROUTER
AUTOMOBILES	CARS
	BUSES
	EXCAVATOR
	JEEPS
	TWO WHEELER TRUCKS
	MINI BUSES
FUNRITURE	MODULAR FURNITURES
	MODULAR WORKSTATIONS
ELECTRICAL EQUIPMENTS & INSTALLATION	FUME HOODS
	GENERATORS
	PUMPS
	MOTORS
	UPS
	STABILIZER
	TRANSFORMERS
	LIFTS
OTHER R & D CONSUMABLES	BATTERIES
	COLUMNS
	DRILL BITS
	NMR CONSUMABLES
	PHOTOGRAPHIC CONSUMABLES
	FILMS
ELECTRICAL ITEMS	CABLES

	WIRES
	CHOKES
	STARTERS
	PHOTOGRAPHIC CONSUMABLES
	PATHOLOGICAL CONSUMABLES
COMPUTER PHERIPHERALS	CARTRIDGES FOR PRINTERS AND COPIER MACHINES
	KEYBOARD, MOUSE, HARD DISKS, PEN DRIVES etc.
CHEMICALS	LAB-SOLVENTS
GLASSWARES	LABORATORY GLASSWARE
PLASTICWARE	LABORATORY PLASTICWARE
LABWARE	TISSUE PAPER
	GLOVES
	FORCEPS
	TONGS
	SLIDES
	COTTON ROLLS
	PARAFIN FILMS
	ALUMINIUM FOIL
	ALUMINIUM FOIL
	CRUCIBLES
FILTRATION PRODUCTS	LABORATORY FILTER PRODUCTS
CLEANING MATERIALS	DUSTERS
	DETERGENTS
	SOAPS
	FLOOR CLEANERS
	SANITARY USE ITEMS
R&D SERVICES	ANALYTICAL SERVICES
WORK SHOP MACHINERY	CNC MACHINES
	LATHE MACHINE
	GRINDING MACHINE
PRINTING ITEMS	POSTER / STATIONERY PRINTING
DRAWING MATERIALS	DRAWING BOARDS
	DRAWING INSTRUMENTS
MODELS AND EXHIBITS	
GAS CYLINDERS / GASES	INDUSTRIAL GASES
	HIGH PURITY GASES
	MEDIAL GASES
	REFRIGERATION GASES
	GAS MIXTURES
	SPECIALITY GASES
	SYNTHETIC AIR
	LIQUIFIED GASES
	LIQUID NITROGEN PLANT
	LIQUID HELIUM
GIFTS-NON CONSUMABLES (INCOMING)	
GIFTS MADE	

TOOLS	HIGH SPEED TOOLS
	TUNGSTON TOOLS
	DIAMOND TIP TOOLS
	MEASURING TOOLS
	CUTTING TOOLS
	MAACHINERY TOOLS
FIRE AND SAFETY ITEMS	GLOVE
	NOSE MASK
	PIRE-EXTINGUSIHERS
	PROTECTIVE-CLOTHING
	SKINS
	HIDES
	FINSIHED LEATHER
	LEATHER ACCESSORIES
LEATHER MACHINERY	
ELECTRONIC COMPONENTS	TRANSISTERS
	ICS
	DIODES
	RESISTERS
	CAPACITORS
	PCBs
HARDWARE/ENGINEERING ITEMS	BOLTS
	NUTS
	SCREWS
	RIVETS
	LOCKS
	PLUMBING ITEMS
	CARPENTARY ITEMS
	HACKSAW BLADES
	WIRE MESH
	SLEEVES
	ABRASIVE MATERIALS
	BRUSHES
	ELECTODES
	RESINS
WORKSHOP CONSUMABLES	
MATERIAL HANDING EQUIPMENT	FORK LIFT
	PALLEST TRUCK
	STRAPPING MACHINE
	PLATFORM TRUCK
	JIBS
	CRANES
UTILITY SOFTWARE	MS-WINDOWS
	MS-OFFICE
	LINUX
METALS	FERROUS
	NON FERROUS
	ALLOYS
MEDICINES	

PAINTS, OILS LUBRICANTS	PAINTS
	OILS
	LUBRICANTS
	SPIRIT
	PETROL
	HIGH SPEED DIESEL
	LDO
	LOW SULPHUR HIGH FLASH
NOBLE METALS	
PILOT PLANTS	
CONSTRUCTION ITEMS	BLUE METAL
	CEMENT
	SAND
	STONE CHIPS
	TILES
	TOR STEEL
	BRICK
	BITUMEN
	DISTEMPER
	PAINTS
	VARNISH
	PLUMBING ITEMS
	SANITARY ITEMS
ANIMAL HOUSE ITEMS	LIVE ANIMALS
	ANIMALFEED
	MISC
AUTOMOBILES ITEMS	TYRES NAD TUBES
	BATTERIES
	VEHICLE SPARE PARTS
	ACCESSORIES
	MISC
HORTICULTURE ITEMS	HPSES
	SEEDS
	MANURE
	FERTILIZERS
	LAWN MOVERS
	PLANTS
	PERSTICIDES
	INSECTICIDES
STATIONERY	PAPER
	OFFICE STATIONERY
	PRINTED MATERIAL
	PAPER PRODUCTS
FABRICATED ITEMS	
CANTEEN AND KITCHEN ITEMS	
GUEST HOUSE ITEMS	
MAINTENANCE	EQUIPMENT & APPARTUS
	OFFICE EQUIPMENT
	INFRASTRUCTURE EQUIPMENTS (GENERATORS ETC.)

OTHERS

HYDRAULIC COMPONENTS

SENSORS

ELECTRICAL COMPONENTS

MECHATRONICS CONSUMABLE

INDUSTRIAL IOT COMPONENTS

LOGIC CONTROLLER COMPONENT

MOTORS

MICROCONTROLLER

ELECTROMECHANICAL COMPONENTS

MECHANICAL COMPONENTS

OPTICAL COMPONENTS

OPTOELECTRONICS COMPONENTS

EMBEDDED SYSTEM COMPONENTS