



North Eastern Police Academy /उत्तर पूर्वीय पुलिस अकादमी
Government of India /भारत सरकार
Ministry of Home Affairs /गृहमंत्रालय
Umsaw/उमसाव, Meghalaya /मेघालय, 793 123
TELE-FAX: 0364 2572038 Email: nepa-meg@nic.in
Website: www.nepa.gov.in

To

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NOTICE INVITING VENDOR REGISTRATION

No. NEPA/QM/VR/2016/14747

Dated: 5/11/2016

<u>VENDOR REGISTRATION</u>	
Last Date & Time for Submission	Which is likely to be extended.
Place of Submission	Office of the Director, North Eastern Police Academy, Umsaw, Umiam-793 123, Meghalaya.
Contact Details	Phone Number – 0364-2572038, 028, 027. Email Id. Nepa-meg@nic.in – Director, NEPA.



GUIDELINES FOR FILLING APPLICATION FORM


1. The applicant should clearly read all the pages of the "Application Form".
2. Correct / relevant information / data has to be furnished at appropriate places.
3. The applicants should make sure before applying for a particular type of Category, that they meets the prescribed criteria for that type of work/procurement.
4. Applications complete in all respects are to be submitted superscripted thus:
" Applications for registration as Service Provider / Supplier / Contractor " .

TERMS & CONDITIONS FOR REGISTRATION

1. The said registration only qualifies a particular vendor / contractor for consideration of participating in the case of limited tender for the particular category for which the vendor is registered. However, this will not give any claim to the party for award of for supply of materials / carrying out contract works.
2. A team of officials representing Purchase, Finance, and Indenting Department of NEPA may visit the firm's facility, if required, before registration.

APPLICANTS SEEKING VENDOR REGISTRATION MUST TAKE NOTE OF THE FOLLOWING POINTS:

1. Once selected as vendor, they shall promptly reply to Academy's enquires, execute order as per the order / terms and keep informed of new products / developments / innovative ideas that shall help reduce cost and improve quality, reliability etc.
2. Normally sufficient notice will be given to vendors for submission of quotations.
3. NEPA reserves the right to give short-notice tenders / enquiries under special circumstances.
4. Two-part tendering is done where technical screening is required or where clear technical specifications are not available. In such case vendors will be asked to submit both techno-commercial and price bids separately.
5. Vendor's failure to participate in bids shall be viewed seriously and three consecutive failures may lead to their disqualification from the vendor list.


(N. K. Gurung)
Addl. Director / NEPA

Application Form for Vendor Registration

Date :

To,

The Director
North Eastern Police Academy
Umsaw, Meghalaya – 793123

I /We the undersigned hereby request Director, NEPA to register myself/our organization/
establishment as Vendor with North Eastern Police Academy(NEPA).

Required information is submitted as below.

Sl. No	POINTS	DETAILS
1.	Name of the Vendor - { copy of the registration certificate of Company/ Society/Firm/Institution/ Organization/Trust etc. to be registered be furnished)	
2.	Items/services/work for which registration is sought. (Separate page may be enclosed if deals in multiple items)	
3.	Details of registration of vendor/contractor with other State/Govt. Depts. Please attach copies of relevant documents	
4.	Type of Organization (Pl. tick mark whichever is applicable)	a) Sole Proprietorships Concern b) Partnership Firm c) Private Limited Company d) Public Limited Company e) Government Undertaking f) Individual Consultant

		g) Joint Venture	h) NEPA Employee
		i) Registered Society	j) Charitable Trust
		k) Bank	l) Individual
		m) Foreign Vendor	n) Others. Pl. Specify
5.	Office Address :-		
	House number and street		
	Street 2		
	Street 3		
	CITY 1 / Postal Code (Mandatory)		
	Telephone Number / Mobile Number		
	(Present Office Address of Vendor for communication)		
	E-mail ID (Compulsory)		
6.	BANK ACCOUNT DETAILS :	(Pl. tick mark whichever is applicable)	
	Type of Bank:	a) State Bank & Associates	b) Nationalized Bank
		c) Scheduled Bank	d) Private Bank
		e) Co-op. Bank	
	Type of Account with code:	a) Saving Bank A/c	b) Current Bank A/c
		c) Cash Credit A/c.	
	Bank Account Number (In the name of Vendor to be registered)		
	Name of the Bank		
	Name of the Branch		
	Address / Telephone No		
	MICR NUMBER (9 digit Code No. of the Bank & Branch appearing on the MICR cheque issued by the bank)		
	IFSC CODE		
	* (Blank, cancelled cheque be submitted)		
	Additional information For CO-OP BANK :-		
	a) Name of the Agent Bank		

	b) MICR & IFSC code of the Agent Bank	
	c) Beneficiary's A/c. no. with Agent Bank	
	(Blank, cancelled cheque of agent bank be submitted)	
7.	INCOME TAX PERMANENT ACCOUNT NO. (PAN) (Pan card must be in the name of Vendor to be registered) Copy of PAN card be submitted	
8.	VAT Registration No.— Copy of certificate be submitted	
9.	Number of Partners/Directors/Trustees/Office Bearers, Others - Specify	Number:- Proprietor, each Partner of partnership firm, each director, each trustee, each office bearer should furnished information in Annexure "A"

Annexure "A" (Mandatory for Proprietor/Partner/Director/Trustee/Office Bearer)

I hereby declare that the information submitted by me/us is true, correct and complete to the best of my knowledge & belief. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold NEPA responsible for the same. I will indemnify the NEPA in all matters in case information furnished by me/us is found incorrect in future.

Name & Signature of the Vendor/authorized person
along with Rubber Stamp/Seal of organization

