

**OFFICE OF THE DEVELOPMENT COMMISSIONER,  
SEEPZ SPECIAL ECONOMIC ZONE,  
GOVERNMENT OF INDIA,  
MINISTRY OF COMMERCE & INDUSTRY,  
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**Notice**

**Subject: Empanelment of suppliers for items required for Office Consumption/Office equipments in terms of para- 142 of GFR**

The Office of Development Commissioner, SEEPZ-SEZ, invites application for empanelment of reputed supplier, including Small Scale Industry (SSI) for the items/ equipments related to office consumption, e.t.c.

The items/equipments are as follows:-

- Stationery
- Printers, Computers, & other peripherals related to Computers.
- Room Air Conditioners/Split Air Conditioners
- Purifiers /Drinking Water Coolers
- Photocopier Machines,
- Portable Fire Extinguishers,
- UPS
- Supply of clothes for Uniform.
- Biometric machines,
- Office Furniture,
- Scanners/Fax machine.
- Telephone Instrument.

**The terms & conditions of empanelment of suppliers are as follows:-**

- (a) Suppliers should submit their Credentials, Manufacturing Capability, Quality Control Systems, past performance of last 3 years, after Sales Service, financial background e.t.c.
- (b) The vendors shall enclose photocopies of all relevant documents as mentioned in the list of testimonials and other required documents Wherever required.
- (c) The application shall be signed by person/persons on behalf of the Organization having necessary authorization/Power of Attorney to do so.
- (d) All suppliers should be Mumbai based.
- (e) The supplier(s) will be registered for a fixed period (between 1 to 3 years) depending on the nature of goods. At the end of this period, the registered supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New supplier(s) may also be considered for registration at any time, provided they fulfill all the required conditions.
- (f) The registered supplier(s) are liable to be removed from the list of approved suppliers if they fail to abide by the terms & conditions of the registration or fail to supply the goods on time or supply sub-standard

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- goods or make any false declaration to any Government agency or for any ground which, in the opinion of the Government, isn't in public interest.
- (g) For Electronic goods, preference will be given to Domestically Manufacture Electronic products.
  - (h) The supplier should have Sales Tax (CST), Value Added Tax (VAT) & Service Tax No.
  - (i) The supplier should have at least one fully equipped service center located in Mumbai having qualified trained service engineers/ technicians.
  - (j) If the application is made by a limited company it shall be signed by a duly authorized person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
  - (k) If information and details furnished by applicants are found to be false/ inadequate at any time in future or any information withheld which comes to the notice of Committee at a later date, the empanelment of such applicant will be cancelled immediately.
  - (l) Applications received after the due date and time is liable for rejections.

**Testimonials to be submitted along with the Application Form:-**

1. Company's ISO Certificate.
2. Valid authorised sales and service certificate from OEM/ Subsidiary of OEM/ Authorised Distributor etc.
3. Certificate showing authorized service provider from OEM/ Subsidiary of OEM/ Authorised Distributor etc. during last 3 years.
4. Company Registration Certificate showing the activities of the Company viz. sales/marketing/services etc.
5. Sales Tax Registration Certificate for Central Sales Tax (CST)/ Value Added Tax (VAT).
6. Service Tax Registration Certificate from Excise Department.
7. Pan Card
8. IT Return for the last 3 financial year.
9. Chartered Accountant certified balance sheet clearly mentioning annual Profit/loss and turn over.
10. List of clients, addresses and their contact Nos.

**The last date for submission of Application is on or before 6.00 P.M. of March 31, 2015.**

  
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**MJ Kulkarni**

Asst. Development Commissioner,  
SEEPZ-SEZ.