



**HIDAYATULLAH NATIONAL LAW UNIVERSITY,
NAVA RAIPUR, ATAL NAGAR 493 661, CHHATTISGARH**

OFFICE OF
THE DEPARTMENT OF STORE & PURCHASE
HIDAYATULLAH NATIONAL LAW UNIVERSITY,
NAVA RAIPUR, ATAL NAGAR 493 661, CHHATTISGARH

EXPRESSION OF INTEREST (EOI)

FOR

VENDOR EMPANELMENT

E.O.I. NO. : **HNLU/2624/EOI/VE/2023-24**

NAME OF WORK: **VENDOR EMPANELMENT FOR VARIOUS TYPES OF
GOODS & SERVICES BEING PROCURED BY HIDAYATULLAH
NATIONAL LAW UNIVERSITY, NAVA RAIPUR, ATAL
NAGAR 493 661, CHHATTISGARH**

TYPE OF WORK: **Procurement of Goods & Services**

Contact information:

Purchase (I/c)
Department of Stores and Purchase
Hidayatullah National Law University,
Sector 40, Nava Raipur, Pin 493661
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**HIDAYATULLAH NATIONAL LAW UNIVERSITY,
NAVA RAIPUR, ATAL NAGAR - 493 661, CHHATTISGARH**

**NOTICE FOR EXPRESSION OF INTEREST
FOR
VENDOR EMPANELMENT**

Online application forms are invited under Expression of Interest (EOI) from reputed and experienced agencies on behalf of the Registrar, Hidayatullah National Law University, Nava Raipur, for empanelment for the supply of various products / category as listed in Section-VI of this document **at HNLU, Raipur** as per the following schedule:

Name of Work	VENDOR EMPANELMENT FOR VARIOUS TYPES OF GOODS & SERVICES BEING PROCURED BY HIDAYATULLAH NATIONAL LAW UNIVERSITY, NAVA RAIPUR, ATAL NAGAR 493 661, CHHATTISGARH
EOI No & date	HNLU/2624/EOI/VE/2023-24 Date: 16.10.2023
Submission of Application Start date	16.10.2023
Last Date & Time of Submission of Application	NOT APPLICABLE (ROLLING BASIS)

Please visit <https://hnl.u.ac.in/empanelment/> for complete details and procedure for submission etc.

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Section – I

INTRODUCTION TO VENDOR EMPANELMENT

About HNUL:

HNLU, Raipur established by the Government of Chhattisgarh under the Hidayatullah National University of Law, Chhattisgarh, Act (Act No.10 of 2003) desirous of engaging the service provider for providing “**Housekeeping services for HNLU Campus at Nava Raipur, Atal Nagar - 493661 Chhattisgarh**”.

Vendor Empanelment:

HNLU intends to source & empanel technically competent, quality conscious, financially sound and probable suppliers who can meet our prequalification requirement listed in this document for goods & services listed in Section-VI. Eligible vendors can apply in the vendor registration form available at <https://hnlul.ac.in/empanelment/> & submit the same duly filled in and supplemented with all relevant documents to:

Purchase (I/c)
Department of Stores and Purchase
Hidayatullah National Law University,
Sector 40, Nava Raipur, Pin 493661
Chhattisgarh
Phone: +91-7587017924
Email: purchase@hnlul.ac.in

Section - II

Eligibility and Qualification Criteria

Any Company / Firm / Sole Proprietorship having the following minimum qualifications are eligible to apply:

1. The vendor must possess the required licenses, registrations etc. as per law.
2. The following registrations and details are mandatory and self-attested copies must be attached with the vendor registration form:
 - (a) GST Registration Certificate
 - (b) PAN Card Certificate
 - (c) Valid Bank Account Details
 - (d) Partnership deed / Incorporation Documents
3. The vendor must have at least 3 years of relevant experience in supply of services / goods in the relevant field.
4. Proof of financial statement for three financial years with the Income-tax return, which must have at least an annual turnover of Rs. 2.5 lakhs in the last three financial years.
5. There should be no case pending with the police against the Proprietor / Firm / Partner or the Company (Agency).
6. The vendor must not be debarred / blacklisted by any Government Departments / PSUs / Autonomous organization. A self-attested undertaking must be uploaded in this regard.
7. The University reserves the right to modify the stipulated eligibility criteria at any time during the tenure of procurement.

Section - III

General Conditions of Contract (GCC)

The empaneled vendors / distributor / supplier shall fulfil the following terms and conditions for supply of goods / services.

1. The final empanelment shall be done by the University based on information provided by the vendor which may be reviewed on a periodic basis.
2. Empanelment does not confer a right to receive order(s) by the vendor / distributor / supplier.
3. The university may place an email enquiry for the requisitioned goods / services through the registered email ID of the concerned vendor.
4. All the vendors are expected to quote the lowest price(s) against the purchase inquiry and respond to the email within the stipulated time.
5. Purchase order(s) can be placed partially or complete depending on quotation received from the vendors.
6. **Name of Consignee and Delivery Location**

Registrar,
Hidayatullah National Law University,
Sector 40, Nava Raipur - 493661
Chhattisgarh

Phone: +91-7587017924
Email: purchase@hnl.u.ac.in
Website: www.hnl.u.ac.in

7. All invoices shall be raised in the name of "Registrar HNLU, Nava Raipur, Chhattisgarh".

8. Liquidated Damage

HNLU reserves the right to levy penalty @ of 0.5 % of order value per week of delay in supply and / or installation, beyond the schedule as mentioned in the Purchase / Work Order subject to maximum of 10% of the order value.

HNLU reserves the right to cancel the order in case the delay is more than 02 weeks from the stipulated time of delivery. The delay in delivery and/or installation not attributed to supplier viz. delay in site preparation, delay in submission of required documents etc. and the conditions arising out of Force Majeure will not be considered for the purpose of calculating penalties.

9. 100% payment shall be made within 45 days upon delivery and acceptance by HNLU Raipur.
10. The university reserves the right to amend the terms and conditions from time to time as per the requirement.

SECTION – IV

APPLICATION FOR EMPANELMENT

The Registrar
Hidayatullah National Law University
Sector 40, Nava Raipur, Pin 493661
Chhattisgarh

Dear Sir,

Subject: Application for Vendor Empanelment for Providing Goods / Services.

I / we hereby submit our application for empanelment with Hidayatullah National Law University, Sector 40, Nava Raipur, Pin 493661, Chhattisgarh. The 'Categories' of products for which empanelment is sought have been ticked (☐) as listed in 'SECTION-VI'. All documents are arranged as per 'Check List' (Section V).

I / we have carefully perused the terms and conditions, and I / we hereby give our unqualified acceptance to the procedure adopted by Hidayatullah National Law University for Empanelment.

I also understand that Hidayatullah National Law University reserves the right to withhold my application for empanelment, review it on a periodic basis and cancel the empanelment without assigning any reasons whatsoever.

I/we shall submit additional documents whenever asked for by Hidayatullah National Law University.

Signature of Authorised Person

Place:

Date:

Enclosures:

1. Form for Detailed Information by Vendor (Section V)
2. Checklist (Section VI)
3. Category of Goods / Services for Empanelment (Section VII)
4. Supporting Documents as Per the Checklist

SECTION- V

FORM FOR DETAILED INFORMATION BY VENDOR

(Vendor Details)

1.	Name of the Vendor	
2.	Permanent Account Number (PAN)	
3.	GST Registration Number (GSTIN)	
4.	Legal status of the bidder (attach copies of original document defining the legal status) a) An Individual b) A proprietary firm c) A firm in partnership d) A limited company e) Any Other	
5.	Name of the Proprietor / Partner / Directors of the Firm / Agency / Authorised Person	
5.	Bank Account Details: a) Name of the Bank b) Account Number c) Name of the Branch d) Branch Code e) Address g) Telephone / Mobile No	
6.	Valid Email ID (Mandatory)	
7.	Complete Postal Address	

I/We certify that the information furnished above is true and correct agree to abide by the terms and conditions as mentioned in the document.

Place.....

Date.....

.....
(Signature of Authorized Person)

.....
Name of Authorised Person

SECTION- VI
CHECKLIST

Sl. No.	Document Description	Enclosed Yes/ No	Annexure No.	Remarks
1.	Have you submitted copy of the Copy of Registration / Incorporation Certificate In case of Firm / Company or Shop & Establishment Registration (Gumasta License) for Proprietor			
2.	Have you submitted copy of the GST Registration Certificate			
3.	Have you submitted copy of the PAN Card			
4.	Have you submitted copy of the Bank Statement last 3 months			
5.	Have you submitted copy of the Annual Turnover of the last three financial Year with Audited balance sheet and copy of income tax return certificate			
6.	Have you submitted copy of the Self declaration regarding police case and blacklisting in any organization			
7.	Any other document			

I / We do hereby declare that all the above-mentioned documents are enclosed as per the tender document.

Place.....

Date.....

.....
(Signature of Vendor with seal)

.....
Name of Authorised Person

SECTION – VII

CATEGORIES FOR VENDOR EMPANELMENT

SL. No.	CATEGORY CODE	CATEGORY	SUB- CATEGORY CODE	Tick(<input type="checkbox"/>) against all the required 'CODES'
A) GOODS				
1.	AC	AC & REFRIGERATION	AC	<input type="checkbox"/>
			HVAC	<input type="checkbox"/>
			WATER COOLER	<input type="checkbox"/>
			RO	<input type="checkbox"/>
2.	ELE	ELECTRICAL EQUIPMENT AND ACCESSORIES	CABLE & WIRES	<input type="checkbox"/>
			LUMINIARIES	<input type="checkbox"/>
			ELECTRICAL APPLIANCE	<input type="checkbox"/>
			ELECTRICAL ACCESSORIES	<input type="checkbox"/>
3.	FR	FURNITURE	OFFICE FURNITURE	<input type="checkbox"/>
			CLASS FURNITURE	<input type="checkbox"/>
4.	GA	GARDENING / NURSERY / AGRICULTURE	PLANTS	<input type="checkbox"/>
			SAPPLINGS	<input type="checkbox"/>
5.	HW	HARDWARE & SANITARY	HARDWARE	<input type="checkbox"/>
			SANITARY	<input type="checkbox"/>
6.	IT	IT HARDWARES	CCTV	<input type="checkbox"/>
			MODEM	<input type="checkbox"/>
			LED SCREEN	<input type="checkbox"/>
7.	MEM	MEMENTO	BASTAR ART	<input type="checkbox"/>
			HELLO BASTER	<input type="checkbox"/>
			COSHAL	<input type="checkbox"/>
8.	PA	PAINTS	SYNTHETIC ENAMEL	<input type="checkbox"/>
			ALIPHATIC POLYURETHANE	<input type="checkbox"/>
			CHLORINATED RUBBER BASED	<input type="checkbox"/>
			EPOXY- HIGH BUILD FINISH	<input type="checkbox"/>
			BITUMINOUS PAINT	<input type="checkbox"/>
8.	PR	PRINTING	BANNER	<input type="checkbox"/>
			BROCHURE	<input type="checkbox"/>
			BOOKS	<input type="checkbox"/>

B) SERVICES				
1.	CAT	CATERING	TENT	<input type="checkbox"/>
			CATERING	<input type="checkbox"/>
2.	TR	TRANSPORT	TAXI	<input type="checkbox"/>
3.	COU	COURIER	COURIER	<input type="checkbox"/>
2.	PH	PHOTOGRAPHY	PHOTOGRAPHY	<input type="checkbox"/>
			VIDEOGRAPHY	<input type="checkbox"/>
			LIVE STREAMING	<input type="checkbox"/>
3.	DEC	DECORATION	TENT	<input type="checkbox"/>
			FLORAL	<input type="checkbox"/>
			BOUQUET	<input type="checkbox"/>
4.	RS	REFRIGERATION SERVICES	AC	<input type="checkbox"/>
			HVAC	<input type="checkbox"/>
5.			WATER COOLER	<input type="checkbox"/>
6.			RO	<input type="checkbox"/>
7.	MS	MISC. (Any Other)	Please Specify	<input type="checkbox"/>

*- For these categories, the given list of sub-categories is indicative only. Venders shall be considered for the similar type of new product sub-category requirements, If same fall into their product range. Hence, venders are requested to attach a product catalogue mentioning the product range with the relevant IS standards.

Place.....

Date.....

.....
(Signature of Vendor with seal)

.....
Name of Authorised Person