

NATIONAL COUNCIL OF SCIENCE MUSEUMS
Block – GN, Sector – V, Bidhannagar,
Kolkata – 700 091.

Ref. No. I-18011/1/17(165)

Sealed applications are invited from reputed and experienced Suppliers/Contractors preferably enrolled in Central Public Procurement Portal for **Short Listing of Vendors/Contractors** to be valid for a minimum period of 2/3 years for participating in limited tenders time to time whenever required for supply of different materials like 3D Printers based on FDM technology; Synthetic enamel/ PU based Paints; Refractive type Scientific Telescopes; Rigid coloured Poly Vinyl Chloride sheets of specified thickness; Computer Server/Workstation/Desktop/Monitors including accessories; Acrylic sheets of different sizes; LCD/DLP Projectors; LCD/LED Televisions; Epoxy coated/anodised matt finish extruded aluminium exhibition display sections of different sizes; Laminates and ply boards of different sizes and also Contractors for different works like Air conditioner maintenance; Packing of exhibition materials; Pest control job; Fabrication & installation of wooden exhibition cabinets; Transportation of materials/exhibits from one State to another. The vendors must be capable of delivering high quality finished materials/works strictly as per specification/direction of the Council in each above case whenever required. Interested vendors/contractors having proven experience with strong financial background, may obtain prescribed 'Registration Form for Shortlisting of Vendors/Contractors' from this office or download the same from our website www.ncsm.gov.in and submit the filled-in forms latest by 16.10.2017 to this office.

**National Council of Science Museums
Sector-V, Block-GN, Bidhannagar,
Kolkata: 700 091.**

Tender Notice No. I-18011/1/17(165)

Registration Form for Short-listing of Suppliers/ Contractors

(All information should be given in the following format with complete details)

- 01) Name & Address of the Firm :
- 02) Telephone Number :
- a) Office :
- b) Workshop :
- c) Showroom :
- d) After Office Hours :
- e) Telefax Number :
- f) e-mail ID :
- 03) Mention the "Name/Nomenclature of the Material/Item/Work" for which applying for Registration/Shortlisting of the firm in the approved vendor list of the Council as a supplier/contractor.
- 04) Type of the Firm :
(Whether proprietorship/ Partnership /Private Limited/Limited etc. and submit relevant documentary evidence)
- 05) Manpower set up of the firm :
- a) Supervisory :
- b) Technical :
- c) Commercial/Administrative :

Contd....P/2

06) Working experience for last 3 years in the field :
of supply of the material or execution of
contract, as the case may be
(submit documentary evidence relating to
Credentials, manufacturing/supplying
capability, quality control system adopted by
the firm, after sales service facility available
with the firm etc.)

07) Whether possesses any Digital Signature :
Certificate (DSC) and if it is so, state the 'Log-
in ID' of the firm.

State whether the said DSC is duly enrolled in
Central Public Procurement Portal
(State Yes or No)

08) Proof of financial status of the :
company/audited balance sheet for the last 3
years indicating total turnover as well. (submit
documentary evidence)

09) Whether registered with SSI/NSIC/DGS&D. :
(submit documentary evidence including copy
of valid Trade License).

10) Whether agreed to submit Earnest Money :
Deposit as per Govt. norms by Demand Draft
Or Pay Order along with the tender or
quotation, which shall bear no Bank Interest
for a minimum period of 60 days.

11) Whether agreed to accept 30 days credit
payment terms after successful completion of
the job.

12) GST Registration Number (submit copy of :
GST Registration Certificate)

I/We hereby declare that the above statements are true. I/We also declare that the decision of
National Council of Science Museums, Kolkata regarding shortlist of contractors shall be final and
binding on me/us.

Date
Attorney

Official Seal

Signature of Tenderer/Constituted