



स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

PURCHASE POLICY

Approved by the Board of Governors in its 33rd Meeting held on
20th November, 2023

Swami Rama Himalayan University

Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

SWAMI RAMA HIMALAYAN UNIVERSITY

Purchase Policy

1. Short Title & Commencement

- 1.1 This Policy shall be called “Purchase Policy” of the Swami Rama Himalayan University.
- 1.2 This Policy shall come into force from the date of approval of the Board of Governors of the University.

2. Definitions

Unless it is repugnant to the context:-

- 2.1 “**Constituent Unit**” means a constituent unit of the University.
- 2.2 “**Maintenance Department**” means department (Biomedical, Engineering, Motor & Transport etc) engaged and responsible for maintenance of equipment, instruments, buildings, vehicles etc. of the University.
- 2.3 “**Purchase Committee**” means committee constituted and responsible for executing the purchase process as per the purchase policy.
- 2.4 “**Requisite Item**” means any goods, item, equipment, spare part, consumable, medicine etc required for efficient and smooth functioning and maintenance of the University and its Units.
- 2.5 “**Requisitioner**” means a department or a constituent unit of the University raising requisition for purchase/procurement of Requisite Item.
- 2.6 “**University**” means Swami Rama Himalayan University.

3. Scope of Policy

This policy outlines the procedure for purchase/procurement of any/all Requisite Items required for smooth functioning of the University.

4. Competent Financial Authority

The Chancellor of the University shall appoint an officer or constitute a committee for granting approval in principle and final approval for Purchase/Procurement of the Requisite items.



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5. Raising of Demand/Indent

- 5.1 A written/online requisition must be raised by the Requisitioner in the prescribed format describing therein the appropriate justification for purchase of Requisite Item. The requisition must be routed through proper channel as defined in **Appendix 'A'** and as amended by the University from time to time.
- 5.2 In case of replacement/new acquisition of Requisite Item, indent/requisition shall invariably contain specifications & essential features of the Requisite Item, without mentioning any specific brand name, trade name, model, supplier's name, model number. It should be clearly mentioned in the Indent/Requisition whether the item required is a replacement or new acquisition.
- 5.3 The Material Management Department should send this requisition to the Finance Officer of the University for obtaining approval from the Competent Financial Authority if the Requisite Item is not available in the existing stock.
- 5.4 If the Requisite Item is already included in the approved budget of the University, the Finance Officer after looking into cash flow & availability of the funds shall grant approval in principle and send the requisition to the Material Management Department for necessary action.
- 5.5 If the Requisite Item is not included in the approved budget of the University, the Finance Officer after getting the approval in principle from the Competent Financial Authority shall send the requisition to the Material Management Department for necessary action.

6. Specifications and Rough Estimate of demanded Items

The Requisitioner is expected to have the required expertise to identify as well as use the Requisite Item. Hence, the Requisitioners are required to carry out the appropriate search/survey through physical/online sources of the Requisite Item. It shall be the responsibility of the Requisitioner to ensure that all the specifications of the Requisite Item are mentioned in detail in the Requisition Form. The Requisitioner is also required to make adequate efforts to ascertain the rough estimated cost of the Requisite Item.

7. Types of Indents/Requisition Forms

Depending on the nature/cost of Requisite Item the following types of Indents/Requisition Forms shall be used by the Requisitioner:

- 7.1 **Online Demand Form.** The online demand form shall be used by the Requisitioner for Requisite Items held in stock of the central stores of the University.



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7.2 **Indent Form.** Indent Form as per **Appendix 'B'** shall be used by the Requisitioner for purchase of all common, recurring, consumable, quasi permanent Requisite Items and all single Fixed/Permanent Requisite Items costing upto Rs 1 (one) lakh only.

7.3 **Capital Requisition Form.** Capital Requisition Form as per **Appendix 'C'** shall be used by the Requisitioner for purchase of all Fixed/Permanent Requisite Items costing more than Rs 1 (one) lakh.

8. Registration of Vendors/Firms/Suppliers

For all Requisite Items readily available off the shelf, the Material Management Department shall maintain a list of Registered Vendors/Firms/Suppliers as per the guidelines as per **Appendix 'D'**. The Eligibility for the prospective Vendors/Firms/Suppliers shall be decided by the Purchase Committee. The list of Registered Vendors/Firms/Suppliers shall be finalized by the Purchase Committee. The list shall be updated every year after following the prescribed procedure as notified by the University from time to time.

9. Tenders and Tendering Process

The notice/letter inviting quotations shall be short, clearly worded and unambiguous. It should give a brief description & specification of the Requisite Item(s) to be procured, eligibility for Vendor/Firm/Supplier, the last date of receipt of quotation etc. Wherever required/recommended by the Purchase Committee the Vendor/Firm/Supplier shall be required to submit Earnest Money Deposit (EMD), Performance Bank Guarantee (PBG), Late Delivery Clause, Fall Clause.

Any one of the following types of tendering procedures shall be adopted by the Purchase Committee for procurement of Requisite Item as per their nature and cost:

9.1 Single Tender Enquiry (STE) is addressed to one specific Vendor/Firm/Supplier. Procurement from a single source may be resorted with reasons to be recorded in writing in the following circumstances, after determining reasonableness of the rates:

9.1.1 In a case of emergency/urgency, the Requisite Item are necessarily to be purchased from a particular source.

9.1.2 On account of any other operational or technical requirement.

9.2 Limited Tender Enquiry (LTE) through the Registered Vendors of SRHU. In LTE bidding system the tenders are specifically addressed to various vendors/firms/suppliers as per the vendor list maintained by the



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Material Management Department. Only those specific vendors/firms/suppliers to whom the LTE is addressed are allowed to respond to the LTE. For fast moving, recurring consumable items **Limited Tender Enquiry** from the registered vendors of the University shall be the mode of provisioning in order to ensure smooth and uninterrupted supply chain.

9.3 Limited Tender Enquiry (LTE) through the Open Market. This method shall be adopted when there are no registered vendors/firms/suppliers for the Requisite Item, or whenever these Requisite Items are only exclusively available from the vendor/firm/supplier located at other far off cities/states. **Limited Tender Enquiry** shall be the mode of tendering where estimated value of the Requisite Item is generally below Rupees 20 (Twenty) lakhs. However if required the Purchase Committee may increase the limit so fixed on case to case basis. Normally, the number of suppliers/ firms in limited tender enquiry should be more than three.

9.4 Open Tender Enquiry (OTE): The tender shall be placed on open source like newspapers, television advertisement, social media and web sites etc. The OTE may be used in case of Requisite Items which are fixed in nature, where reasonable delay in supply is acceptable, where the generic or commercial specifications are known. OTE must be adopted in all such cases in which the estimated value of the Requisite Item is more than Rupees 20 (twenty) lakhs. However if required the Purchase Committee may decrease the limit so fixed on case to case basis.

10. Purchase Committee (PC)

There shall be minimum 02 (two) purchase committees for purchase/procurement of Requisite Item(s).

10.1 For Requisite Items having value less than Rs 05 (five) lakhs

- A Chairman to be nominated by the Chancellor
- Materials Manager (vertical head) – member secretary
- Finance Officer
- Remaining Material Managers
- Any other person as nominated by the Chancellor in consultation with the Chairman of the committee

10.2 For Requisite Items having value more than Rs. 05 (five) lakhs

- A Chairman to be nominated by the Chancellor
- Materials Manager (vertical head) – member secretary
- Finance Officer



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- Remaining Material Managers
- Two person nominated by the Chancellor in consultation with the Chairman of the committee
- Special Invitee(s) (can also be external) - to be invited by the Chairman as and when required

10.3 The Appropriate Authority may constitute a separate/specific committee for purchase/selection/negotiation/procurement of any specific Requisite Item.

11. Role of Purchase Committee(s)

11.1 All requisitions having financial approval in principle shall be placed before the respective Purchase Committee by the Material Management Department.

11.2 The Purchase Committee shall process all the purchases and procurement cases from the tendering stages including selection of tendering process, selection of the vendor/firm/supplier, price negotiations and finalization of terms and conditions.

11.3 The Purchase Committee shall maintain minutes of all the meetings.

11.4 Quorum for meeting of the Purchase Committee shall be minimum 75% of the total members of the committee.

11.5 All decisions/discussions made by/in the Purchase Committee are confidential in nature and the members of purchase committee are required to make utmost confidentiality on the decisions/discussions made by/in the Purchase Committee.


12. Emergency Purchases

12.1 “**Emergency Purchase**” means a purchase when a situation arises that threatens the normal functioning of the unit/department of the University.

12.2 The Head of the Constituent Unit of the University shall be the authority to consider a situation as “emergency” for the purchase of Requisite Items.

12.3 Based on written communication from the Head of the Constituent Unit of the University, the authorized person of the Material Management Department shall do the price negotiation and place an order for procurement for the Requisite Item.

12.4 Upper limit for Emergency Purchase shall be Rs 1 (one) Lakh only or as amended by the University from time to time.


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12.5 After procurement of the Requisite Item, the written communication along with all relevant documents justifying emergency and approval from the Head of the Constituent Unit shall be submitted by the Material Management Department to the finance department for postfacto approval and payment.

13. Spot Purchases

13.1 Spot purchases are normally allowed for purchase of instruments/tools at exhibition/conferences organized by association of the concerned department and are based on open market prices.

13.2 For every spot purchase, prior approval from the Head of Constituent Unit and the Finance Department is mandatory.

13.3 Upper limit for Spot Purchase shall be Rs 1 (one) Lakh only or as amended by the University from time to time. Amount for spot purchases cannot exceed the amount as decided and notified by the University from time to time.

13.4 The purchased instruments with the invoices shall be deposited in the Material Management Department for stock inventory.

13.5 The following certificate shall be submitted by the person(s) authorized for the spot purchase:

“With prior approval dated..... granted by.....I (name of the person authorized to make spot purchase).....have personally purchased the instruments/tools for smooth functioning of the constituent unit, as per the attached invoice, and I am satisfied that these goods are of requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

Signature:
Designation:
Department:
Date:

14. Consumables & Local Purchase

14.1 **Preparation of list/scale of Consumables:-** In case of consumable (medical & non-medical) items the Material Management Department shall prepare a list of these items based on the average consumption pattern of at least 1(one) year.


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- 14.2 On finalization of the list/scale of Consumables, the Material Management Department shall obtain the estimated cost through Last Purchase Price (LPP), Market Survey or the Budgetary Quote from a suitable vendor/firm/supplier and forward the proposal to the Finance Officer for obtaining Approval in Principle (AIP) from the Competent Financial Authority. The same procedure shall be followed for all the stand-alone indents of the consumable items which are not covered under any of the existing Rate Contracts.
- 14.3 Once Approval in Principle is granted, the Material Management Department shall obtain quotations from all the registered vendors/firms/suppliers as approved by the Purchase Committee. The quotations shall be opened by the Purchase Committee and requisite commercial comparatives shall be prepared by the Material Management Department. The Purchase Committee shall then processed further till selection of appropriate vendor/firm/supplier, Price Negotiation and finalization of terms and conditions. Thereafter, the case file shall be submitted to the Finance Department for obtaining the final approval from the Competent Financial Authority.
- 14.4 On receipt of the final approval, the Material Management Department shall execute the Rate Contract/Purchase Order with the selected vendor/firm/supplier.

15. Procurement of Spare Parts


- 15.1 Requisition for spare parts shall be raised by the concerned maintenance department in the prescribed format with quotation from the supplier. The requisition shall be submitted to the Finance Department for financial approval.
- 15.2 For spare part costing 1 (one) lakh or less than 1 (one) lakh, Material Management Department and concerned maintenance department shall negotiate price with the respective vendor/firm/supplier and accordingly place the purchase order.
- 15.3 For spare part costing more than 1 (one) lakh, Material Management Department shall place the order with the respective vendor/firm/supplier once the price is negotiated by the Purchase Committee.

16. Procurement of Fixed Assets

- 16.1 The requisition for fixed assets shall be raised by Requisitioner in the prescribed format as per clause 7 above and shall be sent to the Material Management Department through proper channel.


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- 16.2 The Material Management Department shall send the requisition to the Finance Officer for obtaining Approval in Principle from the Competent Financial Authority of the University.
- 16.3 The Finance Officer after adopting the process as mentioned above in clauses 5.4 & 5.5 above shall send the approved/disapproved requisition to the Material Management Department with the observations/remarks of the Competent Financial Authority.
- 16.4 On receipt of the Approval in Principle, the Material Management Department shall place the requisition before the Purchase Committee. The purchase committee shall decide the tender process for the Requisite Fixed Asset.
- 16.5 The Material management department shall proceed with the tendering process as decided by the Purchase Committee. It is mandatory that quotations from minimum three vendors/firms/suppliers shall be obtained by the material management department.
- 16.6 The vendors/firms/suppliers shall be asked to submit the quotations in 02 (two) separate envelopes, technical specification in one envelope and the financial bid along with terms & conditions in the second envelope.
- 16.7 In technical bid the vendors/firms/supplier should specifically mention the specifications/ particulars along with essential features of the Requisite Items and their life.
- 16.8 In financial bid the vendor/firm/supplier should specifically mention the cost of the Requisite Item, payment terms, delivery schedule and terms & conditions for after sale service.
- 16.9 After receiving the technical and financial bid, the Material Management Department shall hand over these envelopes to the Chairman Purchase Committee.
- 16.10 The technical bid shall be opened first in the presence of representatives of Material Management Department and one member of Purchase Committee designated by the Chairman Purchase Committee.
- 16.11 The Vendors/Firms/Suppliers may be asked to give presentation on technical specifications to the end user or the technical specifications received from the vendors/firms/suppliers be sent to the end user for their comments.
- 16.12 The Purchase Committee may take help from any outside expert before taking a final decision on the choice of the make.


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- 16.13 Once the technical specifications of the Requisite Items are finalized, the financial bid shall be opened in presence of the Finance Officer (or his representative), one member of the Purchase Committee designated by the Chairman Purchase Committee and representatives of Material Management Department. A comparative chart shall be made by the Material Management Department and shall be signed by all present and shall be submitted to the Chairman Purchase Committee.
- 16.14 The Purchase Committee shall fix a date, time and place where the selected vendors/firms/suppliers shall be called for price negotiation, payment terms, terms and conditions for after sale service. If required, the vendor/firm/supplier may be asked for onsite demonstration of the Requisite Item.
- 16.15 After negotiations and final selection of vendor/firm/supplier, the case file along with minutes of the Purchase Committee shall be forwarded to the Finance Officer for obtaining the final approval from the Competent Financial Authority.
- 16.16 On receipt of the final financial approval the purchase/work order shall be placed by the Material Management Department.

17. Placing Purchase Order

- 17.1 All purchase orders shall be placed by the authorized persons of the Material Management Department.
- 17.2 All purchase orders shall clearly mention full description of the Requisite Item(s) to be purchased, terms & conditions for payment, delivery schedule, mode of delivery, penalty clause, if any, taxes & duties, any other charges like packing, forwarding, transportation, insurance, etc., discounts offered, warranty, submission of Bank/Performance Guarantee (if applicable) and other terms and conditions as decided by the purchase committee.
- 17.3 The purchase orders shall be handed over to the vendor/firm/supplier with the signature of acknowledgement. Confirmation of the order should be received within one week of placing the order. In case the confirmation of order is not received within one week, it shall be presumed that the vendor/firm/supplier has not accepted the order. In such case, the order shall be placed to another vendor/firm/supplier of choice as decided by the Purchase Committee.
- 17.4 The copies of purchase orders shall be sent to the office of the Chairman Purchase Committee, Finance Department, respective head of the constituent unit, respective department and Biomedical Engineering Department/Engineering Department.


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- 17.5 **Follow up of orders:** Once an order has been placed, it shall be the duty of the Material Management Department to ensure that the vendor/Firm/supplier meets the terms and conditions of the Purchase Order.

18. Receiving of Goods/ Items

- 18.1 All Requisite Items shall be received by the Material Management Department. All the items shall be opened by the Material Management Department in presence of representative of vendor/firm/supplier, representative of Biomedical Engineering Department and a person nominated by the end user department. The Biomedical Engineer, representatives of Material Management Department and person nominated by the end user department shall properly inspect the specifications, material state, and the quantity/quality of the goods/items/equipment/material received.
- 18.2 Report of defects/discrepancies/shortage, if any, shall be immediately intimated by the Material Management Department to the vendor/firm/supplier in writing.
- 18.3 The claims for damage, if any, can be lodged immediately with the insurance company by the respective party (vendor/firm/supplier or the University)
- 18.4 After inspection if goods/items/equipment/material/parts received are as per the Purchase Order, entry of every goods/items/equipment/material shall be recorded in the stock register maintained by the Material Management Department and then issued to the Requisitioner. The vendor/firm/supplier be asked to fix the date and time for installation of the goods/items/equipment/material/parts.
- 18.5 The goods/items/equipment/material/parts shall be installed in presence of Biomedical Medical Engineer and representative of department concerned. Installation of goods/items/equipment/material/parts shall be to the satisfaction of the Requisitioner, Biomedical Engineering/Engineering/Motor Transport Department.
- 18.6 The Material Management Department shall send the invoice alongwith installation report/ quality assurance report to the Finance Department for payment.

19. Payment to Vendors/ Suppliers

The Finance Department shall ensure that timely payment is made to the vendor/ supplier as per the terms & conditions mentioned in the purchase order.


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20. Coding of Items

A code should be allotted by Material Management Department to each and every fixed asset before issuing the same to the respective department/unit.

21. Category of Stores

For inventory management the Material Management Department shall maintain the following category of stores:-

- 21.1 **Consumable Stores:** Items/stores/goods that get consumed and have nil residual value are termed as Consumable Stores. Few examples of the consumable stores are cleaning detergents, soaps, disinfectant fluids, paint, paper, paper pins, laboratory reagent etc.
- 21.2 **Quasi-permanent Stores:** Items/stores/goods that get mostly consumed/utilized but have some residual/scrap value. Few examples are Plastic Buckets, Mugs, Padlocks, Printing cartridges etc.
- 21.3 **Fixed Assets or Permanent Stores:** Items/stores/goods/equipment that are permanent in nature and have certain life span, have relatively higher cost factor, and have considerable residual/scrap value after their optimum shelf life. Such items are known as Permanent Stores. Few examples of Fixed Assets or Permanent Stores are Steel Cupboards, Steel/wooden Furniture, Window/Split AC, Televisions, Personal Computers, Medical/Electrical equipment, and other equipment etc.
- 21.4 **Engineering Stores:** All cases of Structural Construction, Civil Work, Electrical and Mechanical work including items required for day to day maintenance of infrastructure.
- 21.5 **Respective Unit/Department Stores:** Each Constituent Unit and Department of the University shall maintain its own stores at the Unit/Department level. The Material Management Department shall ensure that these stores are maintained and audited periodically.

The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any provision mentioned herein above in this policy without any notice.


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Appendix 'A'

Issue Request Slip
Swami Rama Himalayan University
Department of Materials Management

Form Code- 001

Department/Ward _____

Date- _____

Type of item

Consumable

Quasi Permanent

Fixed Asset

S.no.	Item Description with specifications	In-stock	Qty Req.	Qty Issued	Remarks

Prepared by
Signature
Name

HOD/Incharge
Signature
Name

Issued by
Signature
Name

Received by
Signature
Name



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Appendix 'B'

SRHU/MMD/PIF

Date: -----

Purchase Indent Form

Swami Rama Himalayan University

Swami Ram Nagar, Jolly Grant, Dehradun, Uttarakhand – 248 016

Type of Indent-

Routine/Urgent

Indent No. _____	Indenter's Dept. Name - _____
Indent Date- _____	Indenter's Name & Designation - _____

Type of goods (Please tick, which is applicable)	Goods Category
Consumable <input type="checkbox"/>	Office/Pre-Printed Stationery
Quasi Permanent <input type="checkbox"/>	Office/Hospital Furniture
Fixed Asset <input type="checkbox"/>	Equipments/Diagnostic/Patient Care
	Electrical/Electronics/Refrigeration goods
	Instruments/Tools
	Hardware/Plumbing
	Housekeeping Goods
	Fire Fighting/Audio Visuals
	Diagnostic Kits/Medicine/Surgical disposables
	Desktop/Laptop/Printers/ Software/Work Station
	Spare Parts
	Miscellaneous
	Anything not covered under the above

S.No.	Description of items (Item name & specifications)	Qty	Approx. unit price (Rs.)	Purpose/Justification

Indenter's Signature- _____	HOD's Signature _____	Approved/Disapproved by the authority _____
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Date-

Date-

Date-


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Appendix 'C'

CAPTIAL – EQUIPMENT REQUISITION FORMAT			
Date:		Department:	
Requested by:		Designation:	
Nature of Request:	Very Urgent	Urgent	Routine
Equipments Requested with Complete Nomenclature	Qty	Technical Specifications Required:	
Justification:		Approximate Cost: (To be filled by requisitioner)	
		Pay-back Period Calculation:	
Type of Requirement:			
1. Up-gradation		3. Replacement	
2. Fresh Purchase		4. Any Other (please specify)	
If it is a Fresh Purchase, the following information needs to be provided:			
Q-1 Which item was serving the purpose till the date?			
Q-2 How the present proposal will serve the purpose?			
Q-3 Why it can't be served with up-gradation of the existing items?			
If it is a Replacement, the following information needs to be provided:			
Q-1 What will be done with the items being replaced?			
Q-2 Details of proposal for disposal of existing items? BER (Beyond Economical Repair) Certificate etc. to be enclosed			
Q-3 Possibility of buy-back or otherwise, along with reasons?			
Remarks: (If any)			
Date:	HOD	Recommended/not recommended	
Date:	Med. Superintendent/Dy. Dean	Recommended/not recommended	
Date:	Dean	Recommended/not recommended	
Date:	Chancellor SRHU / Competent Financial Authority	Approved/Disapproved	
Date:	Finance Committee	Approved/Disapproved	
Date:	Purchase Committee	Action Taken	
For MMD	<u>Recommended Mode of Tendering</u>		
	OTE / LTE (Registered Vendors) / LTE (Open Market) / STE		
Date:	Purchase Committee		
Quotation 1			
Quotation 2			
Quotation 3			
Quotation 4			
Quotation 5			
Date:	Accounts Office OR Finance Department		
Purchase Equipment Details/Purchase Order Details:			


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VENDOR REGISTRATION FORM

Part – I Category of the Product/Service: Category Code(s) and brief description of the product/service for which Vendor Registration is requested (Please download from the website):

Part - II ORGANISATIONAL INFORMATION:

1. NAME OF THE FIRM/COMPANY TO BE REGISTERED: _____

2. REGISTERED OFFICE ADDRESS: _____

NAME AND ADDRESS OF THE: _____
Chief Executive/Director/Owner/Partner _____

Latest list of Board of Directors/Partners _____

CONTACT PERSON: _____

Tel Landline: _____ Mobile No. _____ Email: _____

Website: _____

3. DETAILS OF WORK FACILITIES ADDRESS: _____

CONTACT PERSON: _____

Tel Landline: _____ Mobile No. _____ Email: _____

Website: _____



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4. OWNERSHIP INFORMATION: Govt. of India Undertaking/State Govt. Undertaking/
(Tick as applicable) Undertaking/Public Limited Company/
Private Limited Company/ One Person Company/
Limited Liability
Partnership/ Partnership Firm/ Proprietorship/
Co-Operative Society/ Trust/ Others (Please specify)

5. Nature of Business: Manufacturer/Dealer/Trader/Distributor/Stockiest/
(Tick as applicable) Channel Partner/Indian Sales Office/ Subsidiary of
Registered foreign supplier/ Indian Agents/ Service
Provider/Supplier without any shop or godown.

(Authority letter from manufacturer/principals
should be submitted)

6. Year of commencement of Business (attach relevant documents): _____
(Enclose Start Up Certificate)

7. GOVT REGISTRATION PARTICULARS (COPY OF RELEVANT DOCUMENTS TO
BE ATTACHED)

(a) Permanent Account No. (PAN): _____

(b) Aadhar Card No. _____

(c) GSTIN (Applicable/ exempted): _____

(d) Import Export License Number: _____

(e) Any other Registration with the Govt/State Government: Yes / No
(Furnish details)

(f) Whether approved by any Central Govt/ State Government/: Yes / No
Whether approved by any Central Govt/ State Government/
Public Sector/Pvt Sector/MNC for Similar items, for which
registration is sought?

(g) Whether Supplier/Vendor/ Service provider is a: Yes / No
Start-up Enterprise

(h) ISO certifications: (If applicable) ISO 9001
Certified/ ISO 14000
Certified/ OHSAS 18000
Certified

(i) Registration Particulars: EPF/ ESIC/ CONTRACT LABOUR (R&A)
(Only for Service Providers) REGISTRATION NO. / ELECTRICAL
CONTRACTOR LICENSE

(j) Whether the firm/ company is already registered with SRHU: Yes / No



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(k) Whether the firm/ company is under litigation/ arbitration cases during the last 5 years: Yes/ No

(l) Whether the firm/ company has been delisted/ debarred from Business with any similar company in India, and the reasons : Yes/No

* To enclose an undertaking on non-judicial stamped paper that the firm has not been blacklisted in the past and there is no case pending against it.

Part - III

8. TECHNICAL AND FINANCIAL DETAILS:

The undermentioned details may be furnished :-

Carpet Area of Warehouse / Godown in Sq. Ft. _____

Manpower details _____

Quality Control/Inspection facilities, wherever applicable _____

Readiness for participation in e-tendering/procurement : YES/No

(i) Annual Turnover & Profit/ Loss details of last 3 financial years:

Year	20__ - __* _____	20__ - __* _____	20__ - __* _____
Annual Sales excluding other Income (Rs. Lakhs)			
Profit before Tax (PBT) (Rs. Lakhs)			

IT Paid and copy
of IT Returns

*** Pls. attach audited financial statements/ IT Returns, as applicable, for the past three financial years preceding the year of submission of the application form.**



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In case of space limitation, please enclose Annexures and also enclose Catalogues wherever applicable.

List of Present Capacity/ Customers applicable	Name and Item Category No. of the item/equipment (for which registration has been sought) and for which Order(s) has been executed	Specify the size of the equipment wherever
------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------

NOTE: PLEASE ATTACH SEPARATE SHEETS, IF SPACE AVAILABLE IS INADEQUATE

(b) FOR SERVICE PROVIDERS

Copy of major work order(s) / Service Contract(s) executed during the last **Three years** to be submitted along with the performance certificate issued, if any.

For each of the items for which registration is sought, at least one Order to be enclosed along with application. **OR** A record of last two to three years performance of the firm should be submitted from her similar organizations, where the firm was registered for supply of hospital equipments/consumables or other products.

In case of space limitation, please enclose Annexures and also enclose Catalogues, wherever applicable.

SL No.	NAME OF THE WORK	CLIENT'S NAME	VALUE OF THE WORK CONTRACT	DATE OF STARTING	ACTUAL DATE OF COMPLETION OF WORK/	DATE OF COMPLETION AS PER CONTRACT	REMARKS
<p>NOTE: PLEASE ATTACH SEPARATE SHEETS, IF SPACE AVAILABLE IS INADEQUATE</p>							


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10. List of your major Customers with contact address:

Sl. No.	Name of the Client / Customer description of the	Contact Details (Address, Phone Numbers)	Brief Supplies/Jobs Executed
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Declaration:

I / We declare and confirm that all information and attachments submitted in this application are true and correct. I / We are aware that any false information provided herein will result in the rejection of my / our application and cancellation of any registration granted.

Place:
Date:
Designation

Signature with Name &

Official Seal of the firm/ company


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1. DOCUMENTS TO BE SUBMITTED IN SUPPORT OF DETAILS FURNISHED IN SECTION – 5

Relevant Sl. No. of Section 5	Particulars	Documents to be furnished
4	Ownership Information	
	Public Limited Company / Private	Memorandum of Association, Limited Company / One Person Articles of Association and Company Certificate of Incorporation
	Limited Liability Partnership	Memorandum of Association, Articles of Association, LLP partnership agreement, Certificate of Incorporation (LLPIN)
	Partnership Firm	Registered Partnership Deed duly signed by Registrar of Firms
	Proprietorship	Profession Tax Regn. / Municipal Regn/PAN of Firm (Proprietor)
		Latest list of Board of Directors/ Partners
5	Nature of Business	Dealership/Channel Partner Certificate
7(e)	Registration as an approved Vendor in any Central Govt/ State Govt/ Public Sector Undertakings / reputed Private Organizations	Copy of Valid Registration Certificate for similar supplies/services to be enclosed
7(h)	ISO Certifications	Copies of valid certificates in proof of being ISO 9001 Certified/ ISO 14000 Certified/ OHSAS 18000 Certified to be submitted.
7(i)	Registration particulars for Service Providers Only	(i) E.P.F. REGISTRATION No. (ii) E.S.I. CODE NO. (iii) CONTRACT LABOUR (R&A) REGISTRATION NO. (iv) ELECTRICAL CONTRACT LICENSE NO. FOR MV / HV/ EHV ISSUED BY LICENSING AUTHORITY (IN CASE OF ELECTRICAL CONTRACTORS)



7(j)	Registration with SRHU	Copy of Registration Certificate to be enclosed
7(k)	Pending litigation/ arbitration	If yes, details to be furnished in a cases during last Five years separate sheet.
7(l)	Delisting/ debarment from	If yes, details to be furnished in a doing business by any company separate sheet.


Registrar
Swami Rāmā Himalayan University