

National Green Tribunal  
Principal Bench  
Faridkot House, Copernicus Marg, New Delhi-110001

5/5/2015

Notice for inviting supplier for Empanelment

**Subject:- Empanelment of Registered Supplier for providing different items at National Green Tribunal, Principal Bench, New Delhi.**

The National Green Tribunal, a statutory body constituted under National Green Tribunal Act, 2010 functioning under the administrative aegis of Ministry of Environment & Forests. Government of India, intends to empanel Private/Registered suppliers to supply following articles of established trademark/standard quality and specifications at competitive rates including freight charges & taxes, as and when required, in National Green Tribunal, Principal Bench, New Delhi:-

1. Crockery i.e; Dinner set, cutlery set, Tea set, Glass etc.
2. Uniform i.e.; Cotton, Terricot & Woolen cloth for shirt and pants, sweater, shoes & socks etc.
3. Furniture and Fixtures i.e.; office chairs, tables, almirah, sofa (steel & wooden) etc.
4. Printing works i.e; Journals, visiting cards, letter heads, invitations cards, envelopes, file covers etc.
5. Stationary items i.e.; file cover, note- sheets, pads, pen, pencil, stamps, name plates, photo copy paper, Mementos, Souvenir & Decor items etc.
6. Bags & Briefcase i.e; branded and leather bags of different sizes, jute bags etc.
7. Water supply & Purifiers services
8. Telephone/Telecom services i.e. telephone instruments & intercom services etc.
9. Photography and Videography to cover various office functions/events
10. Computer systems & Accessories
11. Car Accessories, Automobile Parts, Tyre of Vehicle etc.
12. Computer Software (MS Office, Anti-virus etc.)
13. Electronic and Electrical items
14. Mementos, Metal, Glass, Crystal etc.
15. Luggage Trolley
16. Digital Clock with Server to have synchronised time
17. AMC of Computer system, Photocopier , Water Purifier / RO , Electrical & Electronic items etc.

**(The above list is only indicative and not exhaustive.)**

The eligibility for empanelment of suppliers of the aforesaid items will be as follows:-

- (1) It should be well established firm/shop registered with VAT Department or other Govt. agency as the case may be,
- (2) It should have sound financial background and should produce solvency certificate from the Bank,
- (3) It should be able to supply the requisite items/services within the given time frame,
- (4) It should be a bonafide supplier and should submit declaration in respect of Non-black listing of the firm.

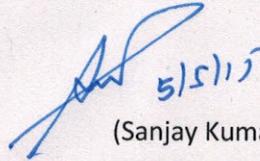
- (5) It should preferably have the adequate experience and skill of supplying goods and services to Govt. Department/Institutions.
- (6) Photocopy of pan card/service Tax / Sales Tax Registration Certificate, if any.
- (7) Certificate regarding non-depositing of EMD and registration status( Registered with DGS&D , NSIC, Govt. Approved sources) etc., if exemption is claimed.

At the time of notice inviting quotations for placing orders, two envelope bidding procedure would be followed and the supplier will have to submit (1) Technical Bid, if applicable and (II) Financial Bid in separate sealed covers and these two separate covers would be duly sealed in a bigger cover and duly superscripted as directed as per requirement. Bidders will have to deposit earnest money 2% of estimate sanction in the form of demand draft/Bankers cheque issued by a Nationalized Bank in the name of Registrar, NGT along with the bid. EMD will be forfeited if the qualified bidder withdraws the bid or fails to supply the goods/services within the given time frame.

The selection of suppliers/service providers will be absolute discretion of the Competent Authority of the National Green Tribunal, Principal Bench, and New Delhi who will have the right to accept/reject any supplier without assigning any reasons therefore.

The suppliers of goods/services who are willing to be empanelled in response to this notice may submit their willingness along with the requisite details/documents (PAN Card, VAT registration, Service Tax / Sales Tax , Solvency certificate, Undertaking for not being blacklisted by any agency etc.) indicating their background specifying the goods/services they are interested to supply.

The proposal/willingness should be sent in a sealed cover at the following address:-  
"Registrar General, National Green Tribunal, (Principal Bench), Faridkot House , Copernicus Marg, New Delhi-110001" so as to reach latest by 20<sup>th</sup> May 2015 at 3:00pm.

  
(Sanjay Kumar)  
Registrar General

Copy to:-

1. PPS to the Hon'ble Chairperson, NGT
2. PS to Registrar General, NGT
3. Under Secretary, NGT
4. Dy. Controller of Accounts, NGT
5. Consultant (P&A), NGT
6. Website of National Green Tribunal
7. Notice Board
8. Guard File/Concerned file