



CREATIVE MUSEUM DESIGNERS

▲ SECTION 8 COMPANY GUARANTEED BY NCSM

**Registered Office: CTRL Building II, NCSM Campus, 33, Block GN, Sector V,
Bidhannagar, Kolkata 700091.**

NOTIFICATION FOR VENDOR EMPANELMENT

Our Company designs and creates Science Centres, Museums, Planetaria, and Expositions in India. We are seeking qualified vendors for multiple categories viz. supply of Plywood, Computer, Electronic, Hardware items, AMC, etc. Existing vendors must re-register. The application form is available for download from the official website at www.cmdncsm.in, and applicants must submit a signed hard copy by 3:00 PM, May 20, 2024.

Kolkata
12-04-2024

Managing Director

APPLICATION FORM AND GUIDELINES

FOR

EMPANELMENT of VENDORS

Creative Museum Designers

(A Section 8 Company guaranteed by NCSM)

*33 Block- GN. Sector-V, Bidhannagar,
Kolkata-700 091.*

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COMMON GUIDELINES FOR APPLYING FOR VENDOR EMPANELMENT

1. The Creative Museum Designers, located at 33, Block-GN, Sector-V, Bidhannagar, Kolkata-700 091, hereinafter referred to as the CMD, aims to register vendors for a range of services, works, and supplies. Upon registering with CMD, vendors will receive notifications regarding future tenders and enquiries for their respective works, services, and supplies. The following list includes the works, services, and supplies for which empanelments are requested:

Applications for the following are to be made using Annexure-III

ITEM-I

SUPPLIES: (Refer to Annexure I (Part I) for the necessary brands and makes)

1. Procurement of Plywood/Laminates/Adhesive, Etc.
2. Procurement of Woods
3. Procurement of PVC Foam Sheet
4. Procurement of Acrylic Sheet
5. Procurement of Polycarbonate Sheet
6. Procurement of Slotted Angle, MS and SS Items
7. Procurement of Electrical items
8. Procurement of Electronic Items
9. Procurement of AC
10. Procurement of General Order Supplier
11. Procurement of Hardware Mechanical Items
12. Procurement of Mechanical Tools and Tackles and Power Equipment
13. Procurement of Office Furniture
14. Procurement of Paints and Related Items
15. Procurement of Resin and Related Items
16. Procurement of Computer and Hardware
17. Procurement of Office Stationery Items and Cleaning Items
18. Procurement of Glass
19. Procurement of Aluminium Extruded Bar
20. Procurement of Software

ITEM-II

WORK:

1. Fabrication of Wooden Cabinets
2. Fabrication of Mechanical Parts and Assembly
3. Fabrication of FRP Models/Diorama/Scaled Down Model
4. Printing and Installation of Vinyl, Translits, Etc.

ITEM-III

SERVICE:

1. AMC of AC
2. AMC of Computer and Hardware
3. Electrical Consultancy
4. Car Hire on a Monthly Rate Contract Basis
5. News Paper Advertisement
6. Development of Multimedia
7. Architectural Consultancy
8. Transportation Service (Shipment of Goods)

2. The vendors are requested to take printouts of the form. The applicants must fill in all the required particulars in the blank space provided in the form.
3. Please go through the entire guidelines and instructions. Attach all the supporting documents as specified /required.
4. Fill up the vendor empanelment form neatly and clearly. All the columns are to be filled up. Please write/ select “Not Applicable” or N.A. where the particular item is not pertinent/relevant to the applicant.
5. All the information and supporting documents as called for in the various clauses and annexures of the application document should be furnished. The details so furnished should be complete in all respects and as per the formats prescribed. The applicants may have to produce original documents for verification, as and when called for by CMD.
6. Any information/clarification required by CMD during or after the empanelment process may be provided promptly.
7. **Vendors are required to sign and put the seal on each page of Annexure-I, II and duly filled in Annexure-III together with all the supporting documents.**
8. Vendors should submit all the Annexures without removing any pages. Any alteration, erasure or overwriting will render the document invalid. Alteration is neatly carried out in application forms which are duly attested with the full signature of the vendor however is permitted.
9. The properly filled-in application form along with required supporting documents shall be put in an envelope and sealed. The name of the Vendor and the Work / Supplies/Services, for which the Vendor is seeking empanelment, shall be superscribed in neat legible terms.

e.g. The vendor who is applying for empanelment for the Supply of Plywood/Laminates Etc. shall superscribe the sealed envelope as: - **Application for empanelment of vendors for Supply of Plywood/Laminates Etc. under Item-I**

a vendor who is willing to apply for multiple categories must submit separate applications together with other relevant documents.
10. The sealed envelope shall be addressed to the Stores and Purchase Department, Creative Museum Designers, 33 Block- GN. Sector-V Bidhannagar, Kolkata-700 091.
11. The sealed application should be dropped in the Tender Box kept on the 4th floor of Creative Museum Designers, NCSM Campus, Building-II, 33, Block-GN, Sector-V, Bidhannagar, Kolkata- 700 091 on or before 3:00 PM on 20-05-2024.
12. Applications received late (including postal delay) / in an open condition / not meeting the conditions / incomplete in any respect are liable to be rejected.

ANNEXURE-I (PART-I)

Sl.	Description of Supplies	Make/Brand
1	Procurement of Plywood/Laminates Etc.	Century, Green, Adhesive- Fevicol
2	Procurement of Woods	CP Teak
3	Procurement of PVC Foam Sheet	Green Ndure, ECHON (Smart Board), Imported Quality
4	Procurement of Acrylic Sheet	Imported Quality
5	Procurement of Slotted Angle, MS and SS Items	In accordance with the IS,
6	Procurement of Electrical items	Ploycab, Finolex, Anchor, Philips, Havells, Crompton, L&T, Schneider, Siemens, Legrand.
7	Procurement of Electronic Items	TV- Samsung, LG, Sony, Panasonic, Touch Screen Monitor- Samsung, Dell, Palash, Projector- Epson, Panasonic, Cristie, Barco, Optoma, BenQ, Audio System- Sonodyne, Yamaha, JBL, Bose, SMPS- Corsier, Zebronics, iBall Printer- HP, Canon Scanner- HP, Canon
8	Procurement of AC	Voltas, Carrier, Blue star, Daikin, Hitachi.
9	Procurement of General Order Supplier	In accordance with the enquiry
10	Procurement of Hardware Mechanical Items	In accordance with the enquiry
11	Procurement of Mechanical Tools and Tackles and Power Equipment	Bosch, Hitachi, JK, Anant, IT, Totem, Taparia, Stanley, Freemans,
12	Procurement of Office Furniture	Godrej, Featherlite
13	Procurement of Paints and Related Items	Asian, Burger, Indigo, Dulux
14	Procurement of Resin and Related Items	EPOXY Resin, RL Resin, Fiberglass Mats, Catalyst and Accelerator.
15	Procurement of Computer and Hardware	HP, Dell, Samsung
16	Procurement of Office Stationery Items and Cleaning Items	In accordance with the enquiry
17	Procurement of Glass	Modiguard, Saint-Gobain
19	Procurement of Aluminium Extruded Bar	In accordance with the enquiry
20	Procurement of Software	Windows, Office, Corel, AutoCAD, Tally, Adobe CC, Adobe Photoshop, Adobe Acrobat Pro, 3DS Max, CADMATE, V-Ray, SketchUp, Antivirus, Etc.

N.B.: It is requested that vendors who deal with the aforementioned brands/makes are asked to submit the application. Applications from vendors who deal with other makes or brands will not be considered.

TERMS AND CONDITIONS FOR VENDOR EMPANELMENT

1. This notice and application form are meant for the empanelment of vendors and NOT for inviting tenders/offers. Tender enquiries will be sent in future to all vendors registered for the respective works, as and when required by CMD.
2. **Relevant documentation may be asked again from the registered vendors at the time of tendering in order to verify their legitimacy in addition to certain other documents that will be required for the tender.**
3. After the empanelment process is over, empanelment for additional categories of works and/ or increase in eligible value of work in future may be considered on submission of relevant documents at the discretion of CMD.
4. The performance of a vendor during the execution of a job/work shall be monitored regularly. In the event of any non-performance/unsatisfactory performance, CMD may take appropriate action including delisting.
5. CMD reserves the right to ascertain the credentials submitted, in the manner it deems fit.
6. CMD reserves the right to inspect the premises/facilities of the vendors to confirm the authenticity of information furnished/capabilities mentioned in the application.
7. Submission of the application does not automatically guarantee empanelment in CMD.
8. CMD reserves the right to delete, modify or rename any of the forms, categories, conditions, procedures etc. given in the empanelment documents.
9. CMD will not take any responsibility for the loss of documents or correspondence sent by courier/post.
10. **CMD reserves the right to accept or reject any or all applications without assigning any reasons thereof.**
11. For any clarification with respect to vendor empanelment, please contact:
E-mail: cmd.ncsm.purchase@gmail.com
12. **EVALUATION CRITERIA**
 - a. Must have successfully and satisfactorily completed similar work, supply, or service contracts for public or private companies over the past three years that ended on March 31, 2023. Copies of the Order Letters for each year, as well as the completion certificate(s) in the case of a work/service contract only issued by the party, must be included.
 - b. Certificate of annual financial turnover for the last three consecutive financial years ending March 31, 2023.
 - c. The applicant must have a registered and functional/operational office in West Bengal.

- d. The intending vendor shall submit a declaration in writing that he/she/they/it has not been barred by any authority for participating in the tender for any Public/ Private Company in India.
- e. List of Arbitration cases (if any)
- f. Copies of GST and PAN.
- g. Details of managerial, supervisory and other staff if available.
- h. Valid Labour Licence (if any)
- i. Trade Licence
- j. ITR of last three Financial years
- k. **Authorisation Certificate****

N.B.:

1. **Submission of all the documents mentioned above along with the declarations, is mandatory. Non- submission of any of the information above may render the application to be rejected.**
2. **** Authorized Distributor/ Authorized Dealer (*applicable for supply of Plywood/Laminates, Electronic Items, AC, Mechanical Power Equipment, Office Furniture, Computer and Software*) shall possess a valid authorized Distributorship / Dealership license from Manufacturers/OEM. The applicant must enclose a copy of the same while submitting the application form.**
3. **A list of selected vendors will be published on the website in due course of time.**

Creative Museum Designers

NCSM Campus, Building II, 6th Floor 33, Block – GN,
Sector – V, Bidhannagar, Kolkata - 700091.

APPLICATION FORM FOR EMPANELMENT OF VENDOR

(Required information shall be furnished in the following format with complete details)

1.	Name of the Applicant	:	
2.	Legal status of the applicant (Attach a copy of the required document(s) defining legal status. Attach a copy of the Registration Certificate in case of the Company)	:	(a) An individual (b) A Proprietary Firm (c) A Partnership Firm (d) A Limited Company / Corporation (Please put √ mark)
3.	Full postal address	:	
4.	Telephone/Mobile no.	:	
5.	Email ID	:	
6.	Details of work carried out in the required field shall be furnished along with financial involvement.	:	
7.	No. of staff employed and their qualifications	:	
8.	Copies of Income Tax Returns for the last three years, copy of PAN, GST and Trade Licence	:	

9.	Whether the Vendor desires to pay Earnest Money at the time of each applicable tender.	:	Yes / No
10.	Whether the vendor would like to work or supply on credit.	:	Yes / No
11.	Any other information considered relevant but not mentioned above.	:	

Certified that the information furnished above is true to the best of my/our knowledge.

It is hereby declared that I/we will abide by the decision of Creative Museum Designers for empanelment and short-listing of agencies.

Signature with Official Seal and Date.

N.B.

1. Enclosure may be used where the space provided is inadequate.
1. A list of selected vendors will be published on the website in due course of time.