

**APPLICATION FORM FOR VENDOR REGISTRATION/ UPDATION AS  
“SUPPLIER/SERVICE PROVIDER” IN ICAR-Central Potato Research Institute  
Shimla – 171 001 (HP)**

Applications to be submitted for registration the following address:

Assistant Administrative Officer (Store & Purchase),  
ICAR-Central Potato Research Institute,  
Shimla – 171 001 (HP)  
Contact Person: Meena Verma  
Contact No. 0177-2625182 Extension No.311

Please visit us at our website: <https://cpri.icar.gov.in>

**EMPANELMENT NOTICE**

Sub: Request for Empanelment (RFE) for New Registration / Up-dation of Suppliers / Contractors list towards execution of supplies/ services at ICAR-Central Potato Research Institute, Shimla – 171 001 (HP)

ICAR-Central Potato Research Institute, Shimla – 171 001 (HP) is in the process of inducting new competent Suppliers/Service Providers through a Vendor Registration process with an aim to identify and register quality, reliable and cost-effective Suppliers/ Service Providers. We are maintaining a list of registered suppliers for the different materials being sourced and their performance is also monitored on regular basis. The vendor registration programme shall be open during 1 February, 2025 to 15 March, 2025 and prospective contractors can apply for registration to enable them to execute the supplies/ services.

It may please be noted that the registered vendors shall be eligible for participation in the LIMITED TENDERS for the supplies/services against which they have been found to be suitable and confirmed by ICAR-Central Potato Research Institute, Shimla as a registered Supplier/ Service Provider.

Sealed tenders shall be invited from the eligible parties for procurement of goods/services within the price range of Rs.1.00 lakh to Rs.50.00 lakh, vendors shall have to use e-procurement portal or any other portal as notified by us for submission of their offer therein. The order with respect to product/service shall be awarded to L-1 firm i.e. the firm that has quoted the lowest rates (F.O.R. CPRI, Shimla/CPRI Unit Kufri-Fagu & Inclusive of taxes and other charges, if any).

Special attention is hereby drawn on Micro & Small Enterprises (MSEs) & MSEs owned by SC/ST, Women Entrepreneurs and Start-ups for active participation in the Vendor Registration programme in view of our commitment to adherence of Public Procurement Policy for MSEs Order,2012. Interested parties are requested to visit our <https://cpri.icar.gov.in> for downloadable Vendors Registration Form. Application complete in all respects is to be submitted either i) in a sealed envelope clearly superscribed as “APPLICATION FOR VENDOR REGISTRATION AS A SUPPLIER/SERVICE PROVIDER” and it is to be sent vide Registered Post/ Courier addressed to Assistant Administrative Officer (Store & Purchase), ICAR-Central Potato Research Institute, Shimla – 171001 (HP) or ii) through email on [ss.cpri@icar.gov.in](mailto:ss.cpri@icar.gov.in). Rules and criteria for qualification may be changed or added to as

necessary for the qualification assessment for a particular purchase/works/project group. CPRI keeps the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list. Registration shall be accorded for a period of three years. Thereafter registration shall be regularly “Revalidated” before the expiry of validity period.

Director, CPRI reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of Director, CPRI, in respect of registration of parties for various categories of supplies/ works shall be final & binding on all concerned. Incomplete applications/applications without support of documentary evidences are likely to be immediately rejected.

## **GUIDELINES, TERMS & CONDITIONS FOR REGISTRATION AS A SUPPLIER**

For participating in CPRI tendering towards supply of goods or services, it is essential for the vendors to get themselves registered. The Notice Inviting Tender (NIT) documents shall be issued only to the vendors registered for the category for which NIT is issued. Mere registering as a vendor does not entitle the registered entity towards any claim for award of work/purchase order.

1. Vendors must submit all necessary information / documents in support of their qualification for registration as per the “Vendor Registration Form” specified in the Annexure-I.
2. Only Correct / relevant information / data have to be furnished at appropriate places along with relevant self-attested supporting documents. Any vendor who provides false information or grossly inaccurate or forged documents will be disqualified for consideration of registration.
3. The applicant should make sure before applying for a particular type of Category, that he/she meets the prescribed criteria for that type of supply / service.
4. Certificates such as “Registration of firms”, GST & Income tax clearance, partnership deed, etc. should be in standard format only and it should be issued by the appropriate authority. Dealership certificate should be valid during the period of scrutiny.
5. The registration only qualifies a particular vendor for consideration of participating in the case of limited tender for the particular category for which the vendor is registered. However, this will not give any claim to any party for award of supply of material/ carrying out contract works.
6. A team of officials representing Purchase, Finance, and Indenting Department of ICAR-CPRI may visit your facility, if required before your enlistment.
7. Once selected as vendor, you shall promptly reply to our enquires, execute order as per the order terms and keep us informed of new product / developments / innovative ideas that shall help reduce cost and improve quality, reliability etc.
8. Tendering system is adopted for procurement of goods / services. The types of tendering done are Global Tender /Public tender / Limited Tender / Single Tender. E- Tendering is presently being done through [gem.gov.in](http://gem.gov.in)/[e-procure.gov.in](http://e-procure.gov.in) as per Ministry of Finance guidelines

9. Any failure by the vendor to execute the contract as per order may result in black listing of vendors name from approved list of vendors. Vendor's failure to participate in bids shall be viewed seriously and three consecutive failures may lead to their disqualification from the vendor list.

10. The Vendor must have experience of executed supplies as stated against the respective Categories. In case of New Entrants not having previous experience, they can be considered with the condition that their supplies / works will be subject to inspection.

11. The one-time non-refundable registration fees for Start Ups / MSE and SC/ST/Women Entrepreneur shall be Rs.5,000/- and for all other firms shall be Rs.10,000/-. Payment may be made through UPI ID, QR mode/Demand Draft. Registration shall be finalized subject to successful verification of submitted documents and registration fees. The payment details and or screenshot of above payment may be shared to [ss.cpri@icar.gov.in](mailto:ss.cpri@icar.gov.in). Bank details are as under:

Payable to: ICAR Unit CPRI  
Account No.10835929711  
IFSC: SBIN0000718  
Payable at: SBI, Shimla.



In case of any queries, you may contact us at 01772625182 Extension No.311 between 9.00AM to 5.00PM on working days or email us at [ss.cpri@icar.gov.in](mailto:ss.cpri@icar.gov.in).

**UNDERTAKING**  
**(TO BE FILLED IN BY VENDOR APPLYING FOR VENDOR REGISTRATION)**

Dated: \_\_\_\_\_

To

The Assistant Administrative Officer (Store & Purchase),  
ICAR-Central Potato Research Institute  
Shimla – 171 001 (HP)

Sir/Madam,

We are very much interested in registering ourselves with you as “Service Provider”/ “Contractor”. We have gone through all the conditions/ details in your prescribed format for the purpose. We agree to all your terms & conditions in this regard.

We have filled in all the data /particulars in the format and have submitted necessary copies of documents. We also certify that the all the information furnished are true and correct to the best of our knowledge. We also agree that if on verification, any data/information are found to be false, ICAR-CPRI reserves the right not to consider our offer for registration or blacklist us if already registered.

We, also undertake to produce the document/certificates in “original” for verification as and when required by ICAR-CPRI.

We, now, request your good self to kindly consider us for the above registration.

Thanking you,

Yours sincerely,

(Signature of the Party with name and office seal)

## **VENDOR REGISTRATION FORM**

(Applicants need to comply with the requirements of the registration process. The information/ documents furnished will be treated in strict confidence.)

### Instructions for filling the Registration Form

- All columns in the Registration Form are to be duly filled up. Indicate, 'NIL'/ 'Not Applicable', wherever details are not available or not relevant respectively. All sheets of the Registration Form are to be signed & stamped
- Expeditious furnishing of any clarification/ information required during registration to be ensured, failure of which may affect the registration process. Purchase Order/ Work Order/ Service Contract copies/ Experience certificates/ Test certificates or any other required document can be sent for verification to the concerned issuing authority. Registration will be liable to be cancelled if any document is found to be fake/ false/ forged on verification. Submission of fake/ false/ forged documents will invite action by ICAR-CPRI.
- Just submission of supplier registration form does not mean automatic registration. Registration shall be done, after due evaluation and will be intimated accordingly.
- Organizational soundness, Financial status and Technical Competency of the Vendors shall be evaluated for shortlisting them as a Registered Vendor.
- All columns to be filled in by the Company and submitted along with all necessary documents/ credentials/ copies of the certificates etc. as detailed in Annexure-II. Any other relevant information in support of registration may be volunteered by the applicant. All pages may be signed in ink with stamp by the authorized representative of the company in that behalf with the declaration that every document/ information furnished is true and valid for the duration of the registration and in case there are any changes/ variation, the same shall be immediately brought to the notice of ICAR-CPRI.

## VENDOR REGISTRATION FORM

(No request for registration shall be considered for the Category for which documents in support of the past credentials are not made available while submitting applications)

### ORGANISATIONAL PROFILE

1.	ORGANISATIONAL INFORMATION	
2.	NAME OF THE FIRM/ COMPANY TO BE REGISTERED	
3.	REGISTERED OFFICE ADDRESS	
4.	Contact Person	
5.	Tel. Landline	
6.	Mobile No.	
7.	Email	
8.	DETAILS OF WORK FACILITIES ADDRESS	
9.	Contact Person	
10.	Tel. Landline/Mobile No.	
11.	Email	
12.	<p>OWNERSHIP INFORMATION: (Tick as applicable)</p> <p>Govt. Of India Undertaking / State Govt. Undertaking/ Public Limited Company / Private Limited Company/ One Person Company/ Limited Liability Partnership/ Partnership Firm / Proprietorship/ Co-Operative Society/ Trust/ Others (Please Specify)</p>	
13.	<p>Nature of Business (Tick as applicable):</p> <p>Manufacturer/ Dealer/ Trader/ Distributor/ Stockiest/ Channel Partner/ Indian Sales Office/ Subsidiary of Registered foreign supplier/ Indian Agents/ Service Provider</p>	
14.	Category/Categories for which applying (Please Tick)	<ul style="list-style-type: none"> <li>➤ Chemicals</li> <li>➤ Plasticware</li> <li>➤ Glassware</li> <li>➤ Misc. Items</li> <li>➤ Services</li> <li>➤ Civil Works</li> <li>➤ Electrical Works</li> </ul>

15.	Year of commencement of Business (attach relevant documents)	
16.	REGISTRATION PARTICULARS (COPY OF RELEVANT DOCUMENTS TO BE ATTACHED)	
17.	Permanent Account No. (PAN)	
18.	GSTIN (Applicable/ exempted)	
19.	GSTIN (Copy of Registration Certificate to be submitted)	
20.	Whether Company is Micro/ Small Enterprise (MSE) Category Yes/ No	
21.	Category as per extant MSME Act (Micro/ Small/ Medium)	
22.	MSE Ownership (Tick as applicable) SC/ ST/ Women Entrepreneur	
23.	Vendor to confirm if they are registered in GEM portal (Tick as applicable)	Yes/ No
24.	Whether approved by any Central Govt/ State Government/ Public Sector Undertakings / reputed Private Organisations for similar items, for which registration is sought?	YES/ NO
25.	Whether Supplier/ Service provider is a Start-up Enterprise YES/ NO	
26.	ISO certifications	
27.	Registration Particulars for Service Providers	EPF/ ESIC/ CONTRACT LABOUR (R&A) REGISTRATION NO. / ELECTRICAL CONTRACTOR LICENSE/Other
28.	Whether the company is under litigation/ arbitration cases during last 5 years	Yes/ No.
29.	Whether the Company has been delisted/ debarred/blacklisted from business with any similar company in India, and the reasons thereof	Yes/ No.

#### **TECHNICAL COMPETENCY**

30.	ORGANISATIONAL INFORMATION Details of supplies/ works of similar nature executed during last three years(preceding the current Calendar year)	Documents to be submitted as per Annexure-II
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31.		
32.	List of your major Customers with contact address	
33.	Readiness for participation in e-tendering/ procurement	YES / NO

**FINANCIAL SOUNDNESS**

34.	Annual Turnover in the past 3 years(preceding the current Calendar year)	Documents to be submitted as per Annexure-II
35.	Bank Details	
36.	List of the names of Owners/ Partners/ Promoters/ Directors	
37.	List of the names & addresses of all associates, subsidiary & Holding company	

\* The information is to be mandatorily submitted.

**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:

Signature with Name & Designation

Official Seal of the Company



## ANNEXURE-II

## DOCUMENTS TO BE SUBMITTED IN SUPPORT OF DETAILS FURNISHED IN ANNEXURE-I

Relevant Sl No. of Annexure-I	Particulars	Documents to be furnished
38.	Ownership Information Public Limited Company / Private Limited Company / One Person Company	Memorandum of Association, Articles of Association and Certificate of Incorporation
39.	Limited Liability Partnership	Memorandum of Association, Articles of Association, LLP partnership agreement, Certificate of Incorporation (LLPIN)
40.	Partnership Firm	Registered Partnership Deed duly signed by Registrar of Firms
41.	Proprietorship	Profession Tax Regn./ Municipal Regn/ PAN of Firm (Proprietor)
42.	Co-Operative Society	Certificate of Registration of society issued by Registrar of Societies along with its Society Rules and Bye Laws (as per Extant Act)
43.	Trust	Registered Trust Deed
44.	Others (please specify)	Attach a copy of the relevant Statutory document
45.	Nature of Business	Non-Manufacturer needs to submit an Authorization Certificate, clearly indicating the validity period as well as rights granted by respective OEMs to them i.e. to negotiate/ quote/ supply/ after sales service etc. in line with scope matrix submitted
46.	MSE Ownership	Udyog Aadhaar Memorandum & Acknowledgement Valid NSIC Certificate Entrepreneurs Memorandum part II (EM II) certificate (deemed validity of 5 years)
47.	SC/ ST MSE	Proprietor: SC/ ST Certificate Partnership Firm: SC/ ST Certificate of partners holding 51% shares & above Limited Company: SC/ ST Certificate of Directors/ Owners holding 51% shares & above
48.	Registration with ICAR-CPRI	Copy of Registration Certificate to be enclosed
49.	Registration as a approved Vendor in any Central	Copy of Valid Registration Certificate for similar supplies/ jobs to be enclosed

	Govt/State Govt/ Public Sector Undertakings / reputed Private Organisations	
50.	Start-up Enterprise	Startups are required to submit requisite certificate towards Startup enterprise registration issued by Department of Industrial Policy and Promotion, Ministry of Commerce and the certificate should be certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.
51.	ISO Certifications	Copies of valid certificates in proof of being ISO Certified to be submitted
52.	Registration particulars for Service Providers	E.P.F. REGISTRATION No. E.S.I. CODE NO. CONTRACT LABOUR (R&A) REGISTRATION NO. ELECTRICAL CONTRACT LICENSE NO. FOR MV /HV/ EHV ISSUED BY LICENSING AUTHORITY (IN CASE OF ELECTRICAL CONTRACTORS)
53.	Pending litigation/ arbitration cases during last Five years	If yes, details to be furnished in a separate sheet.
54.	Delisting/ debarment from doing business by any company	If yes, details to be furnished in a separate sheet.

Experience List:

**For SUPPLIERS**

Copy of orders executed during last Three years (preceding the current Calendar year) 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. In case of space limitation, pl. enclose Annexures and also enclose Catalogues wherever applicable.

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

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**For SERVICE PROVIDERS**

Copy of work order(s)/ Service Contract(s) executed during last Three years (preceding the current Calendar year) 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. In case of space limitation, pl. 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/ DELIVERY DATE	DATE OF COMPLETION AS PER CONTRACT	REMARKS

List of your major Customers with contact address

Sl No.	Name of the Client/ Customer	Contact Details (Address, Phone Nos, Email etc.)	Brief description of the Supplies/ Jobs Executed

Annual Turnover details of 3 years:

Year	2021-22	2022-23	2023-24
Annual Sales excluding other income (Rs. Lakhs)			

### Bank Details

The following information of Bank Account of the Company is to be submitted	
1. Name of the Company	
2. Name of Bank	
3. Name of Bank Branch	
4. City/Place	
5. Account Number	
6. Account type	
7. IFSC code of the Bank Branch	
8. MICR Code of the Bank Branch	

### List of the names of Owners/ Partners/ Promoters/ Directors: (as per Table Given below)

DETAILS OF DIRECTORS IN CASE OF PRIVATE LTD., ONE PERSON COMPANY, PUBLIC LTD. AND PARTNERS IN CASE OF LIMITED LIABILITY PARTNERSHIP/ PARTNERSHIP FIRMS, OFFICE BEARERS IN CASE OF CO-OPERATIVE SOCIETY, TRUSTEES IN CASE OF TRUST, PROPRIETOR IN CASE OF PROPRIETORSHIP FIRM, Karta of HUF:				
Name	Gender (male/ Female)	% share of ownership	SC/ST (Y/N)	DIN No. (If applicable)

### List of names & addresses of all associates, subsidiary & Holding company

Name	Addresses of all associates, subsidiary & Holding company