



Central Tool Room & Training Centre

MSME - TOOL ROOM, BHUBANESWAR

AS 9100, ISO 9001, 14001, 20001 & OHSAS 18001 Certified
A Govt. of India Society, Ministry of Micro, Small and Medium Enterprises



Extension Notice for Expression of Interest(EOI) for Supplier Registration

CTTC Bhubaneswar invites proposals from interested Original Equipment Manufacturers (OEMs)/Authorized Dealers, meeting eligibility criteria and submit their credentials, manufacturing capabilities, Quality Control Systems , Past Performance, after sales Service & Financial Back Grounds as detailed in the EOI document, for registration of suppliers for a period of 3 Years for supply of the following items:

(01)Raw Materials (**Mild Steel, EN Material, D2, D3, Copper and Aluminium etc.**)(02) Cutting Tools, Hand Tool, Holders and Inserts (03) Measuring Instruments (04) Oil & Lubricants (05)Electrical Items (06) PHED Items /Pipes and pipe fittings (07) Printing of course material/Stationeries etc. (08) Office Stationeries (09) Hardware & Paints (10) Computer Hardware and peripherals.(11) **EDM Wires, Copper Electrodes and consumables**

The details of eligibility criteria along with terms & conditions is available in the EOI document which can be seen and downloaded from CTTC website : www.cttc.gov.in

Interested manufacturers/authorised dealers need to submit their proposals along with requisite documents & filled in supplier Registration form and super- scribing the code no and item for registration on the envelope and send by post or submit by hand to General Manager , Central Tool Room & Training Centre, B-36, Chandka Industrial Area, Bhubaneswar – 751024. The last date and time for submission of response to this EOI is by **30.06.2021 up to 3 PM.**

The bidders meeting the eligibility criteria and securing minimum qualifying score as per the EOI Document shall be shortlisted for registration as approved supplier.

Such Approved suppliers, known as Registered Suppliers shall be eligible for consideration for procurement of goods/items etc. through Limited Tender Enquiry. Central Tool Room & Training Centre, Bhubaneswar reserves the right to accept or reject any EOI, and to annul the process and reject all EOIs at any time prior to short listing of bidders without assigning any reason whatsoever.



General Manager

Central Tool Room & Training Centre

B-36,Chandka Industrial Area, Bhubaneswar-751024

Phone: (0674) 3011710

Fax: (0674) 3011750/3011710, Email: cttc@cttc.gov.in

CTTC Bhubaneswar invites Expression of Interest (EOI)

For

Registration of Suppliers

(Last date of Submission: 30.06.2021)

**CENTRAL TOOL ROOM & TRAINING CENTRE
BHUBANESWAR**

(A MSME Technology Centre under Ministry of MSME, Govt. of India)

B-36, Chandaka Industrial Area, Near Infosys, Po-KIIT, Bhubaneswar, Odisha – 751 024,

Email: cttc@cttc.gov.in, Website: www.cttc.gov.in

ABOUT CTTC BHUBANESWAR

Central Tool Room & Training Centre (CTTC), Bhubaneswar has been established under the Technical Co-operation programme between the Government of India, Govt of Denmark and Govt of Odisha as a Govt. of India Society. The management of affairs of the Centre rests with the Governing Council constituted by Ministry of MSME, Govt. of India. The centre started functioning in 1991 with the Training department followed by Production in the year 1994. The Centre has emerged as one of the pioneer institute & technology Centre of world class in India having state-of-the-art machines and equipment.

Invitation of EOI For registration of Suppliers: Advertisement copy in Annex –I may please be referred.

Objective & Scope of the Requirement:

With a view for establishing reliable sources for procurement of goods commonly required for Centre's use, CTTC will prepare and maintain item-wise lists of eligible and capable suppliers. Such Approved suppliers will be known as "Registered Suppliers". Such registered suppliers are prima facie eligible for consideration for procurement of goods through Limited Tender Enquiry. They are also ordinarily exempted from furnishing Bid Security. **The suppliers will be registered for a period of 3 years.** At the end of this period supplier(s) willing to continue with registration are to apply afresh for renewal of registration. New Suppliers may also be considered for registration at any time, provided they fulfil all the required conditions.

Performance and conduct of every registered supplier shall be watched by reviewing their performance with regards to delivery and quality rating and scores at the end of each financial year shall be awarded. Suppliers scoring less than the desired score or make any false declaration to any Govt agency or for any ground which, in the opinion of Centre, is not in the public interest shall be removed from the registered supplier's list. Also the suppliers who will not respond **consecutive 3(three)** Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by CTTC under limited tendering process will be removed from the list

The list of the registered suppliers shall be exhibited on CTTC Website.

Instruction to the Bidders:

EOI is invited for registration of suppliers for following items:

01. Different type of Raw Materials (MS, EN Series, D2 and D3 , SS ,Copper , Aluminum and Brass etc)
02. Cutting Tools, Hand Tools, Tool Holders and Inserts
03. Measuring Instruments
04. Oil & Lubricants
05. Electrical Items

06. PHED Items /Pipes and fittings
07. Printers for printing material
08. Office Stationeries
09. Hardware & Paints
10. Computer Hardware and peripherals.
11. EDM Wires and Consumables.

Last date of submission of the EOI is **30.04.2021** up to 3 P.M. Sealed applications super scribing on the envelope for the item with Code No (SI no is the code no) for which application is submitted for supplier registration along with the document and evidences , filled in forms to be sent or submitted by hand on following address:

General Manager

Central Tool Room & Training Centre

B-36, CNI Complex, Near Infocity

Bhubaneswar-751024

Mail: cttc@cttc.gov.in

Website: www.cttc.gov.in

Once the registration of the shortlisted suppliers done, same shall be exhibited in CTTC Website. No enq by telephone or other mode regarding the registration process shall be answered.

Format for Submission:

The objective of evaluation methodology is to facilitate the empanelment of financially as well as technically responsive suppliers. The applicant's will eventually be evaluated on the basis of the ratings arrived at by scoring parameters defined in Annexure IV. The empanelment will be valid for three years.

The suppliers will be empaneled as per the following process:

1. Presently empaneled vendors will also have to apply afresh to be considered for further empanelment. Further the vendors who are presently empaneled with CTTC and have never responded to any Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by CTTC under limited tendering process will not be considered for empanelment.
2. Vendors satisfying the eligibility criteria will be short listed and will be empaneled with CTTC after due scrutiny of documents submitted by the bidder. CTTC may, at its sole discretion, decide to seek more information from the Applicants. The clarification shall be given in writing immediately.
3. The Evaluation committee constituted for the purpose, may waive any informality or non- conformity or irregularity in an applications which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any applicant. Decision of the Evaluation Committee would be final and binding upon the Applicants,

4. CTTCs decision in respect of evaluation methodology and short listing of Applicants will be final and no communications, whatsoever in this respect, shall be entertained.

5. CTTC may add/remove any relevant criteria for evaluating the proposals received in response to this EOI at the sole discretion of CTTC.

Notification of Empanelment

CTTC shall notify the successful applicant in writing by registered letter or by email, that its application has been accepted.

The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send his acceptance within seven (7) days of receiving the notification.

Failure to abide by this, may lead to termination of the empanelment.

Annexure – I Format of Undertaking (on Company's Letter Head)
(The bidder shall submit together with CHECK LIST & other documentary evidences)

To,

General Manager
Central Tool Room and Training Centre
B-36 CNI Complex, Near Infocity Square
Bhubaneswar-751024

Dear Sir/ Madam,

EOI Ref No : _____

Sub: - Application for Registration of Suppliers

Having examined the EOI document including all Annexures the receipt of which is hereby duly acknowledged, we, the undersigned, offer to register our name for *supply of _____* (Supplier to mention the code and item name for which registration is required)

We undertake to respond to any Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by CTTC under limited tendering process.

1. We further confirm that any offer in response to Request for Proposal (RFP) or Request for Quote (RFQ) will be in conformity with the terms and conditions as mentioned therein.
2. We understand that, CTTC is not bound to accept the application and may reject all or any application without assigning any reason or giving any explanation whatsoever.
3. We understand that CTTC reserves the right to withhold my application for empanelment, issue documents to any empaneled vendor, and also annul the empanelment process without assigning any reasons whatsoever.
4. We also understand that our empanelment and performance will be reviewed on yearly basis and, if found unsatisfactory, will be removed from the list of empaneled vendors
5. We also confirm that we have not been disqualified by any PSU / Government agencies /Banks for the related work.
6. We accept all the Instructions and Terms and Conditions of the subject ,Dated_ this _dayof _2017

Yours faithfully,

Authorised Signatory (Signature and Seal of the Company / Firm)

Name & Designation :

Date:

CENTRAL TOOL ROOM & TRAINING CENTRE ,BHUBANESWAR

APPLICATION FORM FOR REGISTRATION OF VENDORS

(Note: This information asked in Sr.Nos . 1 to 19 & declaration at the end of form is compulsory to all type of vendors seeking registration . The Manufacturers have to full –up all the columns)

1. Name of the firm:

2. Address:

- a) Regd /Head Office :
- b) Branch / Sales Office :
- c) Godown :
- d) Factory / Workshop :

3. Office Branch Godown Factory

- a) Telegraphic Address :
- b) Telephone No / Nos :
- c) Mobile / Pager No /Nos :
- d) Fax No. /Nos :
- e) E-Mail Address :

4. Registration is sought as

TRADERS/STOCKIEST/SUPPLIER/DEALER/DISTRIBUTOR/ASSEMBLER/

MANUFACTURER /FABRICATOR/SERVICE CONTRACTOR

5. (a) Stores for which registration is sought .

(b) Details of Distributor / Dealership of Articles normally stocked & the extent of such stocks indicating separately Imported Articles (types of stores), Indigenous & Stocked Articles with Name of the Mfrs & Type of Stores (if applicable)

6. Letter of authority from Manufacturer as sole Distributor /Dealer with details of

Distributorship /dealership, if applicable.

7. Kind of Ownership

- a) If a Limited concern , Name & Addresses of Directors & Managing Director
- b) If Single Owner, Name & Address of the Proprietor & Manager if any
- c) If Partnership, Name & Addresses of Partners

8. Is your firm registered under?

- a) The Indian Companies Act , 1956 as amended (attach copy of Memorandum & Articles of Association)
- b) The Indian Partnership Act , 1932 as amended (attach Statement in register of firms showing names of Partners)
- c) Indian Factories Act, 1950 (Registration No. & date to be given)
- d) Any other Act

9. For any further information , Person(s) to be contacted with Name , Designation Phone (O) (R) & Address

10. Sales Tax Registration No. (Attach copies of GST, CST Certificates)

11 .Income Tax Registration No. Date (attach latest Income Tax clearance Certificate)

12. References of Defense /DRDO LAB /DGS & D /Govt.Dept with whom you are already registered , with documentary evidence

13. Bankers Name, Address, A/C No.

14. Are you providing after sale services? If so , indicate

- a) Warranty Period
- b) Scope of Warranty

15. List of Principal Customers with addresses (with special reference to Defense Contracts with Proof)

16. Brief Description of the Organisation (i.e . History, Total Area, Present Set –Up, Future expansion Plans, Deptts , Labs , etc)

17. Details of Managerial & Technical Personnel

- a) Total no.of employees , Administrative , Technical, QC Inspectors , Skilled –unskilled Personnel .
- b)The min . requirements , experience & qualification laid down for Quality control manager , Supervisors & Inspection staff .
- c) Is any member of your staff a foreigner? If yes , give details
- d) Training Programme of Staff .

18. Type of Industry :Small /Medium / Large Scale Industry

- a) In case Small Scale Industry , registration No & Date with the Director of Industries with Proof

b) In case of Medium Scale /Large Scale Industry , Factory Number allotted by the Director General of Technical Development

19. Manufacturing capacity as approved by Government (Indicate Industrial Licence No. & Date , Product & Quantity licensed) and Annual Turnover for last 3 years (Indicate company's financial year & give estimated value for current year)

20. Whether adequate facilities are available for water supply , Fire fighting , Security and if so give details .

21. Details of stores under production or development

a) Brief details of products manufactured indicating S.No . Type, Description, Annual production for last three years

(b) Present monthly productions (give No of daily shifts)

(c) Spare capacity available

(d)Product under development

(e) Future plan for development

(f) Basic research programme in hand

22. Has your product been tested by any agency ? If so, indicate details (Copies of quality approval/test certificate /test reports may be enclosed in duplicate)

23. Whether firm is ISO certified or having any other certification ? If so , mention the standards .

24. Foreign collaboration if any : (Indicate Product , Name & Address of the Collaborator , Year of Collaboration , whether current or not)

25. Raw Materials : Indicate Requirements , Period for which reserve stock of raw material is held , Sources

of procurement , percentage of indigenous /imported raw materials . If imported raw materials are used , please indicate Brief Description , Estimated CIF Value , % of FE contents in finished product .

26. Details of items for which patents rights of the firm exist .

27. Details of Plants & Machinery , indicating Description , Make , Rating & Quantity .

28. Details of Laboratory & Drawing Office facilities . 29. Inward goods inspection & quality control of raw materials / bought out items .

(a) Available test equipment and facilities in the factory indicating Description , Make , Rating & Quantity .

(b) Assistance from external agencies

1) Description of the Test

2) Name of the agency carrying out the test .

30. Details of test facilities by way of equipment / instrument held by you .

31. Inspection and quality control of finished products

a) Available test equipment & facilities in the factory .

b) Assistance from external agencies

32) Any other information you would like to furnish

DECLARATION

1. We _____(Name of Partners/Proprietors or share – holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney .
2. We also hereby declare that all materials/information related to your product / service shall be treated as CONFIDENTIAL and no information shall be passed on to any unauthorised person without written permission from your end..
3. We also undertake the responsibility to inform all subsequent changed in the constitution OR working of firm , affecting the accuracy of the answers now given will be promptly communicated to your Lab/ Estt .
4. Mr. _____whose signatures are given below is an authorised representative of this firm .

(Specimen signatures of firm's authorised representative)

Place :

SIGNATURE OF AUTHORISED SIGNATORY

Date:

(WITH FIRM'S SEAL)

Assessed By I/C Purchase

Reviewed by (HOD –Quality)

Approved by General Manager

Annexure – III List of Applicant’s Customers in Last 3 Years and References

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, Telex Nos., email	Nature and Description, Quantit yof Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether reference Letter Enclosed (Y/N)
1	2	3	4	5	6

(*Enclose necessary documentary proof – Pl mark necessary page No for each of the enclosures)

Annexure IV (A) - Eligibility Criteria:

(SI No. 1. Different type of Raw Materials, 2. Cutting Tools, Hand Tools, Tool Holders and Inserts, 3. Measuring Instruments, 4. Oil & Lubricants, 5. Electrical Items, 11. EDM Wires and Consumables.)

- ❖ The EOIs shall be evaluated by the committee on following criteria against the maximum marks as shown against each:

SI No.	Parameter	Maximum marks to be awarded
1	Past Experience of the supplier with similar item(s) PSU/Govt. Bodies/Tool Rooms as Client (2 mark per PO , Max Marks 18) Other as Client (2 mark per PO, Max. 12)	30
2	Financial Strength of the supplier(Average Turnover of the last 3 years) 50 Lakh & above - 30 marks 25 Lakh to 50 Lakh – 20 marks <25 Lakh 15 marks	30
3	OEM/Authorized Dealers OEM- 10 Marks Authorized Dealers: 2 marks per valid dealership evidence enclosed.	10
4	Existing Responsive registered Suppliers	10
5	Suppliers registered as MSEs for goods produced or rendered service. Documentary evidence to be submitted.	20
TOTAL		100

Note: Minimum qualifying marks is 50.

Annexure IV (B) - Eligibility Criteria:

(SI No. 6. PHED Items /Pipes and fittings, 7. Printers for printing material, 8. Office Stationeries, 9. Hardware & Paints, 10. Computer Hardware and peripherals.)

- ❖ The EOIs shall be evaluated by the committee on following criteria against the maximum marks as shown against each:

SI No.	Parameter	Maximum marks to be awarded
1	Past Experience of the supplier with similar item(s) PSU/Govt. Bodies/Tool Rooms as Client (2 mark per PO , Max Marks 22) Other as Client (2 mark per PO, Max. 18)	40
2	Financial Strength of the supplier(Average Turnover of the last 3 years) 10 Lakh & above - 30 marks 5 Lakh to 10 lakh - 20 marks 1 Lakh to 5 Lakh -15 marks	30
4	Existing registered Responsive Suppliers	10
5	Suppliers registered as MSEs for goods produced or rendered service	20
TOTAL		100

Note: Minimum qualifying marks is 50.

Annexure V - Self-Declaration: Not Blacklisted

(To be submitted on Vendor's letter head)

Ref: EOI No. _____

I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted maybe cancelled.

Thanking you,

Date: Signature of Authorized Signatory.....

Place: Name of the Authorized Signatory.....

Designation: Name of the Organization

Letter authorizing representing executive(s)

(To be submitted on Vendor's letter head)

Ref: CTTC Ref No. _____

<Name>, <Designation> is hereby authorized to attend meetings & submit pre-qualification, technical & commercial information as may be required by you in the course of processing the above said Bid.

For the purpose of validation, his/ her verified signatures are as under and on our behalf. We undertake to abide by any acceptance given by him under his signature.

Date:	Signature of Authorized Signatory.....
Place:	Name of the Authorized Signatory.....
Designation:	Name of the Organization

Annexure – VI Declaration

I / We declare that the information given above are true to the best of my/our knowledge. I / we also understand that if at any stage it is found/noticed by the CTTC that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Bankers, the CTTC may not consider my/ our application and/or may reject me/ us and /or may take any appropriate action against us.

I/We also understand that partly / wrongly filled application and / or applications not in prescribed pro-forma and / or applications not accompanying relevant documents / enclosures / annexed documents are liable to be summarily rejected by the CTTC.

I / We also declare that I / we will not get myself / ourselves registered as vendor(s) in CTTC in more than one name.

I/ We agree and authorize the CTTC to obtain the confidential report from my / our clients, to obtain credit opinion from the CTTC and to verify the work executed by us.

I/ We submit all the documents as mentioned in the Eligibility Criteria for Empanelment.

I/we shall submit additional documents whenever asked for by CTTC.

I/ We confirm that all the Rules prevailing in the concerned state, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc are complied by me/ us.

I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the CTTC and the CTTC reserves the right to reject all and / or any application without assigning any reason whatsoever.

Place :

Date :

Signature of the applicant(s) with seal

Document Annexure – Index

Interested applicant(s) conforming to the above requirements may respond by furnishing the documents in following order. Each document must be numbered properly. In case the documents are not attached in the relevant order the application is liable to be rejected.

S.no	Document Attached	Reference Page No ()
1	EOI Covering Letter as Per Annexure I	
2	Annexure – V Declaration.	
3.	Applicant's Profile as Per(Vendor Registration) Annexure II	
4.	List of Applicant's Major Customers in Last 3 Years - Annexure III.	
5.	Authorization letter on Company Letter Head	
6.	Self-Declaration: Not Blacklisted	
7.	Declaration	
8.	Letter authorizing representing executive(s)	

Note: Pl ensure that all the documentary evidences are paginated and the details of the same are mentioned under Page No- Annexure reference column for ease of evaluation process. In case the documents are not indexed as per above, the application is liable to be rejected.

General Terms and Conditions

1. Any firm, situated in India or abroad complying with the GFR 144-xi which is in the business of providing goods of specified categories of interest, shall be eligible for registration. Empanelment would be for a period of three years from the date of issuance of empanelment letter/agreement subject to satisfactory services and yearly review. If services provided by the vendor is found to be unsatisfactory or at any time it is found that the information provided for empanelment or any tender is false or irregular while applying for the tenders , CTTC reserves the right to remove such vendors from the empaneled list without giving any notice to the vendors in advance.
2. **Suppliers should possess valid Digital Signature Certificate (DSCs) Class III** with the company name at the time of registration /renewal, so as to enable them to participate in e-Procurement.
3. Any vendor, empaneled under this empanelment, if fails to participate in more than 3 (Three)tenders /RFQ/RFIs floated by CTTC would be removed from the list of empaneled vendors.
4. The registration of shortlisted suppliers would be initially treated as provisional and it would be treated as confirmed only after the supplier has satisfactorily executed one order of the relevant category. The suppliers expressed their interest for registration of the specific/respective item shall be considered and eligible for the particular item only and will not entail as a registered supplier for other item.
5. The vendors, currently empaneled by CTTC are also required to respond to this ***“Expression of interest”*** for ***“Empanelment of Vendors”*** and get empaneled for current period.
Further the vendors who are presently empaneled with CTTC, and have never responded to any Request for Proposal (RFP) or Request for Quote (RFQ) as and when called for by CTTC under limited tendering process will not be considered for empanelment.
6. The response should be submitted in a structured format as per the checklist appended with number on every page. Each page of the application should be signed by person(s) on behalf of the organization having necessary Authorization / Power of Attorney to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection. (Authorization Letter from the company should be furnished along with the application)
7. The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose.
8. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid. The evaluation of the

response will only be based on the documents submitted and evaluation committee reserves the right to relax the evaluation criteria.

9. Response submitted by Fax or E-mail or any form other than mentioned above will not be acceptable and liable for rejection by CTTC
10. CTTC reserves the right to decrease the scoring percentage of eligibility criteria for shortlisting the suppliers for registration. During empanelment period, CTTC also reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the CTTC reserves the right to remove such vendors from the empaneled list without giving any notice to the vendor in advance. CTTC's decision will be final in this regard.
11. In order to allow prospective bidders reasonable time in which to take the amendment into account in Preparing their response, CTTC, at its discretion, may extend the deadline for the submission of response.
12. Preference as per prevailing GOI rule for MSEs/Startups shall be applicable on submission of valid documents.

Contacting CTTC

No Applicant shall contact CTTC on any matter relating to its application, from the time of opening to the time the empanelment process is complete.