

**APPLICATION FORM FOR
VENDOR REGISTRATION**

AS

“SUPPLIER / SERVICE PROVIDER”

FOR

ICMR – NARFBR, Hyderabad



Applications to be submitted for registration to the following address:

**Administrative Officer
ICMR – National Animal Resource Facility for Biomedical Research (NARFBR)
Genome Valley, Kolthur Village
Hyderabad – 500101**

LAST DATE FOR SUBMISSION OF APPLICATION : 23.03.2026, 5.00 P.M

Please visit us at our website : <https://narfbr.icmr.gov.in>



icmr | **NARFBR**
INDIAN COUNCIL OF
MEDICAL RESEARCH | NATIONAL ANIMAL RESOURCE FACILITY
FOR BIOMEDICAL RESEARCH

आई सी एम आर - राष्ट्रीय जैव आयुर्विज्ञान जंतु संसाधान सुविधा
स्वास्थ्य अनुसंधान विभाग,
स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
ICMR- National Animal Resource Facility
for Biomedical Research
Department of Health Research,
Ministry of Health & Family Welfare,
Government of India

Date: 2nd March, 2026

EMPANELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR LAB CONSUMABLES, CHEMICALS, KITS, GLASSWARE, PLASTICWARE, ANIMAL MEDICINES AND VACCINES, MEDICAL EQUIPMENT, OFFICE STATIONERY, FURNITURE & FIXTURES, PRINTING AGENCIES, AMC SERVICES FOR OFFICE EQUIPMENT ETC FOR ICMR – NARFBR, HYDERABAD

Sub: Empanelment for Registration of Suppliers / Contractors for execution of supplies/ services at ICMR-NARFBR, Hyderabad

National Animal Resource Facility for Biomedical Research (NARFBR), Hyderabad is one of the Institute under the Indian Council of Medical Research (ICMR), being established by the Ministry of Health and Family Welfare, Government of India under Department of Health Research as an Apex Body with the aim of formulation, coordination and promotion of biomedical research, conduct, coordinate and implement medical research for the benefit of the Society and Translating medical innovations into products/processes and introducing them into the public health system.

ICMR – NARFBR intends to register/ empanelment of suppliers/ vendors/ service providers through a Vendor Registration process with an aim to identify and register quality, reliable and cost-effective Suppliers/ Service Providers. We would maintain 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 throughout the year and prospective contractors can apply for registration to enable them execute the supplies/ services. Although the Institute would prefer enquiries with the empaneled vendors, the Institute reserves the right to opt for other means, like advertisement in case of it desires so.

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 ICMR-NARFBR as a registered Supplier/ Service Provider. Sealed tenders shall be invited from the eligible parties against which they have been found to be suitable.

Special attention is hereby drawn on Micro & Small Enterprises (MSE's) & MSE's owned by SC/ST, Women Entrepreneurs and Start-up's 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 website <https://narfbr.icmr.gov.in> for downloadable Vendors Registration Form. Application complete in all respects is to be submitted in a sealed envelope clearly superscribed as “APPLICATION FOR VENDOR REGISTRATION AS A SUPPLIER/ SERVICE PROVIDER” and it is to be sent vide Post/ Courier addressed to The Administrative Officer, ICMR-NARFBR, Genome Valley, Kolthur Village, Shamirpet (M), Medchal-Malkajgiri District, Hyderabad – 500101.

Rules and criteria for qualification may be changed or added to as necessary for the qualification

assessment for a particular purchase/works/project group. ICMR-NARFBR 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, NARFBR reserves the right to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of Director, NARFBR, 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 rejected.

Please refer Annexure-III for contact details in case of any queries.

Last date for submission of application form is 23.03.2026, 5.00 P.M.

Sd/-
Administrative Officer

ELIGIBILITY / GUIDELINES, TERMS & CONDITIONS FOR EMPANELMENT/REGISTRATION AS A SUPPLIER/SERVICE PROVIDER

For participating in ICMR-NARFBR 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.

A. ELIGIBILITY CRITERIA/EXPERIENCE/TURNOVER

1. Any firm situated in India or abroad that is in the business of providing goods/works/services of specified categories of interest shall be eligible for registration
2. The firm against whom punitive action has been taken shall not be eligible for reregistration during the currency of punitive action. Registration requests may not be entertained from firms (or their allied firms) who are deregistered/banned.
3. Registration shall be valid for a period of **three years**. However, review will be done every year for evaluation of new agency and deletion of old agency who's performance is not satisfactory. At the end of this period, the registered supplier(s) willing to continue with registration is to apply afresh for renewal of registration. However, the registration would be initially treated as provisional, and it would be treated as confirmed only after the firm has satisfactorily executed one order of the relevant category and value to ICMR-NARFBR.

The extension of validity of registration is not a matter of right, and the ICMR-NARFBR reserves the right not to extend such registration without assigning any reason. Requests for re-verification after the expiry of the said period would be treated as a fresh application, and a processing fee, if any is prescribed, charged accordingly.

4. The Vendor must have experience of executed supplies for three years prior to the current financial year 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 100% inspection and Registration for them will initially be done for one year and renewal is subject to satisfactory Vendor Performance.
5. Registration would be for specific trade groups of goods/works/services.
6. Annual Turnover should not be less than **Rs.10 lakh for category I**, should not be less than **Rs.50 lakh for category II** and should not be less than **Rs.200 lakh for category III** in anyone of last three financial years. Copies of audited accounts should be submitted.
7. The registration only qualifies a particular vendor for consideration of participating in the case of limited tender enquiry (LTE) for the particular category for which the vendor is registered. This will not give any claim to the party for award for supply of material/ carrying out contract works. However, the registered suppliers/vendors, who are awarded a contract in any LTE in which they participate, they shall abide to the Institute's General Conditions of Contract (GCC).
8. The performance and conduct of every registered supplier will be monitored by the relevant department of the Institute. ICMR-NARFBR also reserves the right to remove the firms who do not perform satisfactorily, even during the validity of registration (after giving due opportunity to the supplier to make a representation), if they fail to abide by the

terms and conditions of the registration or fail to execute contracts on time or supply substandard goods or make any false declaration to any Government agency or for on public interest considerations.

9. Registration of suppliers and their eligibility to participate in Institute's procurements is subject to compliance with the Code of Integrity for Public Procurement and satisfactory performance in contracts.
10. Debarment of the Suppliers will be in accordance to the Rule 151 of General Financial Rules (GFRs), 2017.

B. OTHER GENERAL TERMS AND CONDITIONS

1. The applicant should clearly read all the pages of the document.
2. 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**.
3. Only Correct / relevant information / data have to be furnished at appropriate places along with relevant self-attested supporting documents. If any vendor provides false information or grossly inaccurate or forged documents, will be disqualified for consideration of registration.
4. The applicant should make sure before applying for a particular type of Category, that he meets the prescribed criteria for that type of supply / service.
5. Certificates such as Registration of firms, GST & Income tax, 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.
6. Service providers / suppliers applying for registration/ empanelment shall have to pay the requisite (cost / fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favour of "**Director, NARFBR**" payable at Hyderabad.

The cost of application forms and processing fees to be remitted along with the forms shall be as follows:-

- i. Registration fee – **Rs.500/- (non-refundable)**
- ii. For items in Category-I (value costing defined) – **Rs.5,000**
- iii. For items in Category-II (value costing defined) – **Rs.5,000**
- iv. For items in Category-III (value costing defined) – **Rs.5,000**

NB:-NSIC/SSI/MSEs/Startups firms are exempted to deposit processing fee/ registration fee.

7. The firms that are registered for the supply of orders valued above Rs.5.00 lakh should invariably be manufacturers or their authorized agents.
8. The sealed envelope containing the registration form, documents & fee should be clearly superscribed on the top of the envelope as "**APPLICATION FOR VENDOR REGISTRATION/EMAPANELMENT**"
9. In case of incomplete applications in any respect, viz.non-submission of any required document or information, the application will be summarily rejected.
10. A team of officials representing Purchase, Finance, and Indenting Department of ICMR-NARFBR may visit your facility, if required before your enlistment.

11. 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.
12. 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 e-portal www.gem.gov.in as per General Financial Rules (GFRs), 2017, ICMR and Ministry of Finance guidelines.
13. Vendors will be evaluated yearly on scale of 100 considering the following criteria: Response to enquiries 30%, Promptness of delivery 30% and Quality of goods & services 40%. Vendors scoring less than 60% in two consecutive years will be deleted from vendor list. In addition to the above, the Vendors GST compliance rating will also be considered.
14. The ICMR-NARFBR, reserves all the rights to add/delete/alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reasons for the same
15. The vendor should not assign or sublet the empanelment or any part or it to any to any vendor in any form. Failure to do so shall result in termination of empanelment
16. In case of empaneled vendor is found in breach of any terms & conditions of ICMR-NARFBR or supply / work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules / laws, shall be initiated against the vendor and EMD/Security Deposits shall be forfeited by ICMR-NARFBR, besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with ICMR-NARFBR.
17. 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.
18. We shall identify and approve deletion of non-responsive/ inactive suppliers as per following criteria:
 - not quoted in last Three (3) consecutive tender enquiries
 - no longer manufactures/ supplies the material
 - has been liquidated/ closed down its operations

In order to delist a Registered Supplier, a 'show-cause notice' shall be issued by ICMR-NARFBR to the supplier giving a notice period of 15 days briefly mentioning the facts for deletion. Depending on the reply/ no reply in 15 days, ICMR-NARFBR shall take the decision. Supplier's request for re-registration shall be entertained only after one year from the date of deletion from material code(s)/ item(s).

19. **All disputes in this connection shall be settled in Telangana (Hyderabad) jurisdiction only**

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

(On the Letterhead of the Company/Firm/Agency)

Ref No.: _____

Dated: _____

To
Administrative Officer,
ICMR – National Animal Resource Facility for Biomedical Research
Genome Valley, Kolthur Village
Shamirpet (M), Medchal – Malkajgiri District
Hyderabad – 500 101

Sir,

We are very much interested in registering ourselves with you as “**Suppliers/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, ICMR-NARFBR 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 ICMR-NARFBR.

We 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. 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 ICMR-NARFBR.
- Mere submission of supplier registration form does not entitle the vendor for automatic registration. Registration shall be done, after due evaluation and will be intimated accordingly.
- Organizational soundness, financial status, Technical competency and past performances of the Vendors shall be evaluated for shortlisting them as a Registered Vendor.
- ICMR-NARFBR at its option can exempt the MSE's and Start-ups from the Pre-Qualification requirement w.r.t prior turnover/ technical competency in accordance to the relevant rules of GoI from time to time. Prior turnover and prior experience shall not be required for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] subject to their meeting the quality and technical specifications as per our requirement.
- 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 every declaration that 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 ICMR-NARFBR.

VENDOR REGISTRATION FORM

Category Code(s) for which Vendor Registration is requested (Pl. download from the website):

Code(s)	Category - I	Category – II	Category - III

(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

1.0	ORGANISATIONAL INFORMATION			
1.1*	NAME OF THE FIRM/ COMPANY TO BE REGISTERED			
1.2*	REGISTERED OFFICE ADDRESS			
	Contact Person and Designation			
	Telephone Landline	Mobile No.	Email	Website
1.3	DETAILS OF WORK FACILITIES / LOCAL OFFICE			
	ADDRESS:			
	Contact Person and Designation			
	Tel. Landline:	Mobile No:	Email:	
1.4*	CATEGORY OF VENDOR: (Tick as applicable)	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)		
1.5*	Nature of Business (Tick as applicable)	Manufacturer/Dealer/Trader/Distributor/Authorised Stockiest / Channel Partner/ Indian Sales Office/ Subsidiary of Registered foreign supplier/ Indian Agents/ Service Provider		
1.5.1	If Manufacturer: Name and Address of your authorized dealer / distributor			
1.5.2	If an Authorized Dealer/ Stockiest: Details of items under Authorized Agency to be indicated (attach photocopy of certificates)			

1.6*	Year of commencement of Business (attach relevant documents)	
1.7	REGISTRATION PARTICULARS (COPY OF RELEVANT DOCUMENTS TO BE ATTACHED)	
1.7.1	Permanent Account No. (PAN)	
1.7.2	GSTIN (Applicable/ exempted)	
1.7.3	GSTIN (Copy of Registration Certificate to be submitted)	
1.7.4*	Whether Company is Micro/ Small Enterprise (MSE) Category	YES/ NO
1.7.5*	Category as per extant MSME Act	(Micro/ Small/ Medium)
1.7.6*	MSE Ownership (Tick as applicable)	SC/ ST/ Women Entrepreneur
1.7.7*	Vendor to confirm if they are registered in GEM portal (Tick as applicable)	YES/ NO
1.7.8*	MSE to confirm if they are registered in UDYAM platform (Tick as applicable)	YES/ NO
1.7.9*	Whether registered with any other Institutes of ICMR. (Tick as applicable)	<ul style="list-style-type: none"> ➤ YES/ NO. ➤ If yes, provide the details
1.7.10*	Whether approved by any Central Govt/ State Government/ Public Sector Undertakings / reputed Private Organisations for similar items, for which registration is sought?	YES/ NO

1.7.11	Whether Supplier/ Service provider is a Start-up Enterprise	YES/ NO
1.7.12*	ISO certifications	<ul style="list-style-type: none"> • ISO 9001-2000 Certified/ • ISO 14000 Certified/ • OHSAS 18000 Certified
1.7.13	Registration Particulars for Service Providers	EPF/ ESIC/ CONTRACT LABOUR (R&A), REGISTRATION NO./ ELECTRICAL CONTRACTOR LICENSE
1.7.14*	Whether the company is under litigation/ arbitration cases during last 5 years	YES/ NO
1.7.15*	Whether the Company has been delisted/ debarred from business with any similar company in India, and the reasons thereof	YES/ NO

TECHNICAL COMPETENCY

2.1*	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
2.2*	Manpower details	
2.3*	Quality Control/ Inspection facilities	
2.4*	List of your major Customers with contact address	
2.5*	Readiness for participation in e-tendering/ procurement	

FINANCIAL SOUNDNESS

3.1*	Annual Turnover and Profit/ Loss in the past 3 years (preceding the current Calendar year)	Documents to be submitted as per Annexure-II
3.2*	Bank Account Details	
3.3	Bank Solvency	
3.4*	List of the names of Owners/Partners/Promoters/Directors	
3.5	List of the names & addresses of all associates, subsidiary & Holding company	

FEE PAYMENT DETAILS

4.1*	Application fee details – Rs.500/- (Non-refundable):	D.D.No. _____ Date: _____ Issuing Bank Name : _____
4.2*	Registration fee details (Refundable) : i. Category-I : Rs.5,000 ii. Category-II : Rs.5,000 iii. Category-III : Rs.5,000	D.D.No. _____ Date: _____ Issuing Bank Name : _____

* The information is to be mandatorily submitted.

DECLARATION:

- i. This registration shall not bind ICMR-NARFBR, Hyderabad to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders.
- ii. I/ We declare and confirm that all the information and attachments submitted in this application are true and correct to the best of my / our knowledge.
- iii. 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.
- iv. I/We agree to deposit EMD/ S.D, separately as may be required by the conditions of the tenders/ rate contract to be issued by ICMR-NARFBR, Hyderabad from time to time.
- v. This registration shall be used for Limited Tender Enquiry & Rate contracting the firms by ICMR-NARFBR, Hyderabad.
- vi. I/ We have gone through each & every terms & conditions written in the document provided with the vendor registration form. I/We declare that all the terms & conditions of ICMR-NARFBR, Hyderabad are acceptable to me / us.
- vii. I/We agree that the payment will be made after delivery, acceptance, installation, commissioning, testing is completed.

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 SI No.of Annexure-I	Particulars	Documents to be furnished
1.4	<u>Ownership Information</u>	
	Public Limited Company / Private Limited Company / One Person Company	Memorandum of Association, Articles of Association and 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)
	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)
	Trust	Registered Trust Deed
	Others (please specify)	Attach a copy of the relevant Statutory document
1.5	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
1.7.4 to 1.7.5	MSE Ownership	Udyog Aadhaar Memorandum & Acknowledgement Valid NSIC Certificate Entrepreneurs Memorandum part II (EM II) certificate (deemed validity of 5 years)
1.7.6	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 ()
1.7.9	Registration with other Institutes of ICMR	Copy of Registration Certificate to be enclosed
1.7.10	Registration as an approved Vendor in any Central Govt/ State Govt / Public Sector Undertakings / reputed Private Organisations	Copy of Valid Registration Certificate for similar supplies/ jobs to be enclosed

1.7.11	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.
1.7.12	ISO Certifications	Copies of valid certificates in proof of being ISO 9001-2000 Certified/ ISO 14000 Certified/ OHSAS 18000 Certified to be submitted
1.7.13	Registration particulars for Supplier / Service Providers	<ul style="list-style-type: none"> ➤ Trade License / Factory License ➤ E.P.F Registration number ➤ E.S.I. Code number ➤ Contract Labour (R&A) Registration number ➤ Electrical Contract License number for MV/HV/EHV issued by Licensing Authority (In case of electrical contractors)
1.7.14	Pending litigation/ arbitration cases during last Five years	If yes, details to be furnished in a separate sheet.
1.7.15	Delisting / debarment/ black-listed from doing business by any Institute/Organization	A notarized affidavit that the vendor hasn't been black listed by any institution of the Central / State Govt. / any PSU, University, Institute etc., in the past three years

2.1 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 / model of the equipment wherever applicable

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

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

Relevant Sl.No of Annexure-I	Particulars	Documents/ Details to be furnished	
2.2	Manpower details	Total Organisation Strength	Nos.

		Resident Managers/Resident Engineers	Nos.
		Site Engineers (Erection & Commissioning)	Nos.
		Site Safety Co-ordinators / Site Supervisors	Nos.
		Skilled Workmen	Nos.
		Unskilled Workmen	Nos.
2.3	Quality Control/ Inspection facilities	Please enclose the Organisation chart of your Quality Control/ Inspection Dept and R & D facilities in a separate sheet.	
		How do you get your test equipment & measuring instruments recalibrated?	In-house facility / Out-source

2.3.1. Quality Control/Inspection/ Lab. Facilities: (pl. furnish details as per Table given below)

Sl.No	Description	Capacity	Make	Frequency of calibration	Date of last calibration

2.4. 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

3.1 Annual Turnover & Profit/ Loss details of 3 years:

Year	2022-23*	2023-24*	2024-25*
Annual Sales excluding other income (Rs. Lakhs)			
Profit Before Tax (PBT) (Rs. Lakhs)			

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

3.2 Bank Account 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	

3.3 Bank Solvency: Current year solvency certificate about turnover of transaction and financial capacity to be submitted (Enclose attested copy by Issuing Bank/ Notarized Copy)

3.4 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)

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

Sl.No	Name	Addresses of all associates, subsidiary and Holding company

Annexure-III

Vendors are requested to take a Print out of the Vendor Registration Form. Duly filled application form along with one set of copies of all required documents to be sent to the following address wherein Vendor seeks enlistment.

ADDRESS
Administrative Officer ICMR-National Animal Resource Facility for Biomedical Research (NARFBR), Genome Valley, Kolthur Village, Shamirpet Mandal, Medchal – Malkajgiri District, Hyderabad – 500 101 Phone number: 040-23480800 Email: ao-narfbr@icmr.gov.in

Duly filled application form along with one set of copies of all required documents to be sent to the above address for Vendor enlistment for the list of category codes given below.

CATEGORY WISE LIST OF ITEMS/ WORKS/SERVICES FOR REGISTRATION
AT ICMR-NARFBR, HYDERABAD

A. Category-I value costing [Non-Scientific upto Rs.50.00 Thousand, Scientific upto Rs.2.00 lakh]

Code	Category	Name of the Item / Service
1	Stationery	Office stationery, Lab/Research stationery etc.
2	IT / Computer peripherals	Computer, laptop, Hard Disk, VGA cable, HDMI cable, mouse, printers, UPS, projector, computer/laptop accessories etc.
3	Furniture & Fixtures	Office tables, chairs, computer furniture, hostel furniture, Almirah, cabinets, display board, lab stools, etc.
4	Refrigerators, A.C., and other Electrical equipment	Split AC, Air-cooler, water cooler, water purifier, refrigerator, deep freezers, washing machine, vacuum cleaner and other minor electrical items/instruments/equipments.
5	Boards	Sign board, notice board, green board, white display board, Stands, etc.
6	Cartridges & tonners of printer	HP/Samsung/Ricoh and other
7	Cartridges & tonners of Photocopier machine	Canon, Ricoh & other
8	Printing	Cover design, composing, offset printing, screen printing, digital printing, letter press printing, printing of annual report, information brochure, newsletter, answer books, visiting cards, invitation cards, forms, posters, letter heads, ledgers, registers etc. all above work in Hindi, English or bilingual.
9	Fire extinguisher	Dry powder type, water CO2 type, Mechanical foam type, CO2 type etc.
10	Housekeeping and sanitary items	Garbage bags, bio-medical garbage bags, harpic, lizol, dust pan, dry mops, wet mops, brooms, naphthalene balls., etc.
11	Repair & Maintenances	Furniture & fixtures etc. Air-conditioners, water cooler/dispenser, water purifiers, Tools and Spare parts of Garden equipment
12	Signage's	Signage's, Banners, Flex etc.
13	Lab Animal Feed	Lucerne grass, feed for mice, rat, guinea pigs, rabbits, horses, dogs, monkeys, pig, sheep and goats, food grains (Bengal gram, channa, fruits and vegetables, milk powder, corn flake, etc.,
14	Drugs and Medicines	All drugs/medicines for small and large Animals
15	Lab Consumables / Reagents / plasticware / glassware	All Lab Consumables / Reagents/plasticware, Chemicals / Kits/ Diagnostic kits/ Glassware's, Syringes Needles, Nitrile Gloves, Gowns, Face Mask, Oxygen Mask, Suction Apparatus, Inhalation Jar / Distant/Near Vision, head caps, CO2 gas, liquid Nitrogen gas, all other disposable and Non disposables, Sprit, etc.

16	Non-consumables	Equipment's, UPS, Nebulizer, Laryngoscope, Ambu bag, Spirometer, Measuring scale, Alpha bad, BP Apparatus etc.
17	Printing & Stationery items	Binding, Plastic Name Boards etc.
18	Software & IT Hardware	Software Computer & Server and related hardware/printers, Xerox Cartridge Toners etc. LCD Projector, Mike, Speaker, Anti-virus.
19	Surgical Instruments	Small surgical instrument
20	Horticulture Items	All horticulture Items
21	Electrical goods	Electric spares and fixtures, bulbs, fans, electrical accessories, Modular switches, sockets (outlets), dimmers, fuse boxes and related electrical items.
22	Plumbing material	Fittings & Connectors, PVC items and related plumbing materials
23	AMC Services	Xerox machine, computers, laptops, printers, etc.,
24	Laundry services	Washing and ironing of uniforms, aprons, towels, etc.,
25	Drinking water supply	Water supply in 20 ltrs water cans

B. Category-II Value costing [Non-Scientific upto Rs.5.00 lakh, Scientific upto Rs.25.00 lakh]

Code	Category	Name of the Item / Service
1	IT / Computer peripherals	Servers, Workstations and related IT / Computer peripherals
2	Furniture & Fixtures	High-end Furniture - Office work cabins / Storage Compartments etc.,
3	Electrical equipment	High-end Deep Freezers
4	Non-consumables	High-end Scientific equipment
5	Surgical Instruments	High-end surgical instrument
6	Lab Animal Feed	Lucerne grass, feed for mice, rat, guinea pigs, rabbits, horses, dogs, monkeys, pig, sheep and goats, food grains (Bengal gram, Channa, fruits and vegetables, milk powder, corn flake, etc.,
7	Drugs and Medicines	All drugs/medicines for small and large Animals
8	Lab Consumables / Reagents / plasticware / glassware	All Lab Consumables / Reagents/plasticware, Chemicals / Kits/ Diagnostic kits/ Glassware's, Syringes Needles, Nitrile Gloves, Gowns, Face Mask, Oxygen Mask, Suction Apparatus, Inhalation Jar / Distant/Near Vision, head caps, CO2 gas, liquid Nitrogen gas, all other disposable and Non disposables, Sprit, etc.
9	Repair & Maintenances	Furniture & fixtures etc. Air-conditioners, water cooler/dispenser, water purifiers, Tools and Spare parts of Garden equipment
10	Event Management	Arrangements related to event management which includes decoration, lighting, stage arrangement, catering, logistics and Audio-visual arrangements

C. Category-III [Non-Scientific upto Rs.50.00 lakh, Scientific upto Rs.1.00 Crore]

Code	Category	Name of the Item / Service
1	Electrical equipment	Air Conditioners & Water Purifiers
2	IT / Computer peripherals	Computers, laptops, printers, photo copiers, scanners & fax machine, audio-visual equipment system/ projectors, LED/ LCD display panels etc.
3	Office Equipment	Office Equipment
4	Computer spares and consumables	Computer Stationery & Consumables
5	Audio Visual equipment	Video Surveillance System Including Cameras
6	Services	Uniform Cloth, Sarees
7	Furniture & Fixtures	Office Furniture
8	Stationery	Office Stationery Items
9	Printing/Binding	Printing Items & Binding Items
10	Advertisement	Advertising Agency For Publication Of Tender Notice In Different News Paper
11	Services for reassessment	Reassessment and certification of QMS/ IMS
12	AMC-1	AMC for air conditioners
13	AMC-2	AMC for biometric finger attendance punching machine
14	AMC-3	AMC for digital photocopier machine
15	AMC-4	AMC for maintenance of computers, printers, peripherals and lan
16	AMC-5	AMC for water coolers / purifiers
17	AMC-6	Engagement of internal auditors
18	AMC-7	AMC for electrical repairs i.e. lighting circuits, light fittings, fans etc in the office and in the office quarters
19	AMC-8	AMC for miscellaneous civil, carpentary, plumbing etc.at office and office quarters.
20	AMC-9	AMC for pest control
21	AMC-10	AMC for house keeping services
22	AMC-11	AMC fire extinguishers
23	Repair	Repairs and painting works
24	Non-consumables	PAC based Scientific equipment / instruments
25	Lab Consumables / Reagents / plasticware / glassware	PAC based Lab Consumables / Reagents / plasticware / glassware