

INTERNATIONAL MANAGEMENT INSTITUTE DELHI

B-10, Qutab Institutional Area, Tara Crescent,
New Delhi – 110016, India

Notice for Enlistment/Registration of Vendors/Contractors for Supply/Services

IMI is a premier business school established in the year 1981 and located in heart of the national capital. It was India's First corporate sponsored business school, Ranked 7th by NIRF, MHRD 2016. The campus is located in a 2.6 acres campus in pristine surroundings. The Campus houses six multistoried buildings being used as academic, Faculty, MDP, Messes, Guesthouses and hostel buildings. Presently the Institute has a strength of 800 students, 50 faculty and about 100 staff members besides having about 70 to 100 executive students and scholars visiting the Institute for short term courses from all over the country and abroad throughout the year.

International Management Institute, Delhi invites applications from competent and experienced Vendors/ Contractors/ Suppliers/ Service Providers for supplying/providing /Housekeeping/Security Services/Catering etc. including AMC providers for registration.

A- Suppliers/ Distributors/Dealers:

1. Washing Machines, Refrigerators, Televisions, Telephone instruments and other electronic equipment
2. All types of stationary items.
3. Furniture of office, classroom, Hostel and Guest House requirement.
4. Kitchenware like Utensils, kitchen equipments, Crockery etc.
5. Supply of furnishing items like curtains, bed sheets, Pillows, Towels, cloths etc.
6. Supply of Bags, shoulder bags, Luggage Bags etc.

B- Contractors:

1. Contractors for Landscape Maintenance works/ Gardening
2. AMC for telephone / Exchange (EPABX) services
3. AMC of Air conditioning works (Window and split)
4. AMC for Central Air conditioning System
5. AMC for Diesel Generator Set Operation & Maintenance
6. AMC Water Coolers & Fridges, Washing Machines
7. AMC Fire Alarm System.
8. AMC for Fire Extinguishers
9. AMC for Pest Control Services
10. AMC for Carpentry Maintenance.

C- Service Providers:

33. Service Provider for Housekeeping Services
34. Service Provider for Security Services
35. Service Provider for Catering Services
36. Service Provider for Courier Services
37. Service Provider for book binding/ Spiral binding
38. Service Provider for Photocopying
39. Service Provider for taxi hiring/ Bus Hiring
40. Service Provider for Printing of Brochures, Catalogs, Year Books, Reports etc

Documents required for registration.**A- Suppliers/ Manufactures/ Distributors/Dealers:**

- i. VAT/ Sales Tax Registration No. Tin No.
- ii. Service Tax Registration No. (If required)
- iii. Income Tax PAN no.
- iv. Shop/Establishment Registration number
- v. Dealership documents (if any)
- vi. List of clients
- vii. Balance sheet of previous year.

B- Contractors:

- i. VAT/ Sales Tax Registration No./ Tin No.
- ii. Service Tax Registration No.
- iii. Income Tax PAN no.
- iv. Shop/Establishment Registration number
- v. Dealership documents (if any)
- vi. List of clients
- vii. PF Registration Number
- viii. Insurance Policies
- ix. Balance Sheet of last 3 years
- x. Last 3 years Annual Turnover
- xi. Income Tax Clearance Certificate
- xii. Registration with the Statutory Authorities stating the grade of the Contractor.

C- Service Providers:

- i. VAT/ Sales Tax Registration No./ Tin No.
- ii. Service Tax Registration No.
- iii. Income Tax PAN no.
- iv. Registration with statutory authorities
- v. Dealership documents (if any)
- vi. List of clients.

Please fill up the Application Form appended below stating the documents attached for registration. Please indicate the category and serial number for supply/services and enclose the required documents as indicated above along with the application form. In the absence of required documents, application will be rejected. Institute reserves the right to accept or reject any of the application without assigning any reasons thereof. No representation in this regard shall be entertained. Request for registration along with forms duly completed is to be sent to the following address:through speed post/registered post/ by hand to the following address by 29th Nov, 2016 latest by 6 pm:

Registrar & CAO

IMI Delhi

B-10 Qutub Institutional Area

Tara Crescent

New Delhi-110016

REGISTRATION FORM**Category:**

- A- Suppliers/ Manufactures/Distributors/Dealers
- B- Contractors
- C- Service Providers

Nature of service/supply:

(Please indicate the Sl. No. of the services
Listed in the above 3 categories)

Name of the Firm / individual:

Address :

Telephone & Mobile No. :

Email ID :

I/ We enclose following certificates as required under the category applied for:

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)
- viii)
- ix)
- x)

Place:

Name:

Date:

Signature:
Designation:

*Please use separate sheets to furnish more information / details of documents enclosed.