

Nalsar University of Law, Shameerpet

Justice city, shameerpet, medchal district, hyderabad-500 101

Id no: Nalsar vendor empanelment/2025-26

Ref no:NAL/ENGG/Stores/Empanelment/2025-26

Empanelment of Vendors/Suppliers at Nalsar University of Law, Shameerpet Justice city, shameerpet, medchal district, hyderabad-500 101

LAST DATE OF SUBMISSION: 19/09/2025 UP TO 5PM



NALSAR UNIVERSITY OF LAW

(Established by an Act of Parliament, 1998)
Justice City, Shameerpet, Medchal District, Hyderabad – 500 101
www.nalsar.ac.in ph: 040-23498110

Name of Work: Empanelment of Vendors/Suppliers at NALSAR

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01	Id No: NALSAR/Empanelment/2025–26
02	Ref. No: NALSAR/ENGG/STORES/Empanelment/2025–26
03	Name: Empanelment of Vendors/Suppliers at NALSAR University Law, Justice City, Shameerpet, Medchal District, Hyderabad – 500 101
04	Registration Fee (Non-refundable) : - Civil materials: Rs.500/- Electrical materials: Rs.500/- Plumbing materials: Rs.500/- (Note: A firm may apply for multiple categories) Payment Mode : Demand Draft in favour of NALSAR University of Law, payable at Shameerpet
05	Validity of Empanelment: 3 years
06	Type of Empanelment (Works/Goods/Services): Goods / Supply of materials
07	Date of Issue : 26/09/2025
08	Last Date & Time for Submission: 10/10/2025 up to 5:00 PM
09	Address for Submission of Application: The Registrar NALSAR University of Law, Justice City, Shameerpet, Medchal District, Hyderabad – 500 101



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Empanelment of Vendors/Suppliers For Supply of Civil and Electrical Items at NALSAR University of Law, Shameerpet

Instructions to Vendors/Suppliers for Registration/Empanelment:

The main object of registration/empanelment of the vendors/suppliers as authorized vendor is to have a broad base panel of technically and financially capable vendors/suppliers who can ensure timely and quality supply of materials required by the university.

Category-Wise List of Materials – TABLE A

I. Civil Items

Sl. No	Category	Category Code	Materials Description
1	Construction Materials	C01	Cement, steel, bricks, M.Sand, P.Sand, river sand, aggregate, gravel, good earth, etc.
2	Painting Items	C02	Distemper, emulsion, primer, putty, strainers, synthetic enamel, waterproofing chemicals, epoxy items, retrofitting items, etc.
3	Carpentry Items	C03	Plywood, wood, nails, hinges, wire mess, wood beading, pad lock, tower bolt, etc.

Sl. No	Category	Category Code	Materials Description
4	Water Supply Items	C04	PVC, CPVC, UPVC, PPR, GI pipes and fittings, RO water cans, motors and pumps, etc.
5	Sanitary Items	C05	Taps, health faucets, connection hoses, waste hoses, wash basins, urinals, EWC, etc.
6	Curtain Items	C06	Vertical blinds, curtains (window & door), curtain rods, holders, door screens, etc.
7	Civil Tools	C07	Masonry and plumbing tools, carpentry tools, workshop tools, precision tools – e.g. spade, crowbar, hammers, helmet, safety gear, etc.

II. Electrical Items

Sl. No	Category	Category Code	Materials Description
1	Electrical Fittings & Appliances	E01	Electrical wires, switches, plugs, adaptors, tube lights, bulbs, lamp fittings, MCBs, insulating materials, etc.
11 <i>)</i> 1	Air Conditioner & Refrigeration	E02	ACs, refrigerators, deep freezers, water coolers & spare parts
3	DG Sets	E03	Diesel Generator sets, engine oil, coolants, etc.
4	Battery	E04	SMF, tubular batteries, and their spare parts
5	UPS & Inverters	E05	Various capacities of UPS & inverters and spare parts
6	Electrical Tools	E06	Electric hand tools, pliers, muggers, volt meters, testers, gloves, etc.

III. Garden Items

Sl. No	Category	Code	List of Materials
1	Fertilizer, Manures	G01	Fertilizers like 20:20:0:13 (FACT/IMOS), SPIC, Micro Nutrient Mix, etc.
11 /	Herbicides, Weedicide	G02	Herbicides like RoundUp, 2,4-D Amine, etc.
3	Seeds	G03	Seeds such as Beet, Potato, Carrot, Tomato, Beans, Capsicum, Chilli, etc.
14	Pest and Disease Management	(÷()/L	Chemicals like Carbendazim+Mancozeb, Phorate, Chlorpyriphos, etc.
5	Garden Tools	G05	Tools like garden hoe, rakes, pruners, shears, sprinklers, spades, etc.

1. Eligibility & Categories for Registration/Empanelment

All vendors/suppliers, which are in the business of manufacturing, stocking, or marketing of store items or providing relevant services are eligible, subject to specific conditions mentioned in the document.

2. The Firms Registered with NALSAR Shameerpet will enjoy the following benefits:

- (i) In case of advertised/limited tender enquiries, copies of tender notices may be sent to registered firms giving them advance information to enable them to purchase the tender sets.
- (ii) Rate Contracts and running contracts will be awarded to registered firms.
- (iii) .Enquiries against spot or emergency purchases may be sent to registered firms only

3. Empanelment/Registration Procedure: procedure for empanelment of vendors with Nalsar University of Law, shameer pet:-

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- (i). The applicant should clearly read all the pages of the document
- (ii). Correct/relevant information/data need to be furnished by the vendors.
- (iii). The applicant should make sure before applying for a particular type of category, that the vendors/suppliers has the required eligibility criteria & experience for that category of work, item.
- (iv).vendors/suppliers seeking applications from shall have to pay the requisite processing fee for civil materials category Rs.500/-, Electrical materials category Rs.500/-, and for Garden materials category Rs.500/- towards for registration/empanelment, registration fee is non-refundable.

The amount shall be paid by a demand draft drawn in favour of "NALSAR University of Law" payable at shameerpet.

- (vi). vendor/supplier shall have to fill and submit the registration along with required documents and DD has to be sent in sealed envelope super as "APPLICATION FOR VENDOR REGISTRATION/EMPANELMENT FOR SUPPLY OF CIVIL, ELECTRICAL, GARDEN MATERIALS" clearly on the envelope addressed to "The Registrar, NALSAR University of Law" payable at shameerpet-500101.
- (vi).application incomplete in any respect, on-submission of any required documents or information or fee in requisite amount is liable for rejection
- (vii). The following Documents should accompany with the registration form:
- a) GST/CST/TIN/State ST No. and certificate
- b) Trade License, Factory License
- c) PAN (in firm name or proprietor's)
- d) Valid SSI/NSIC certificate (if any)
- e) Memorandum, Articles of Association, Partnership Deed, Registration Certificate (if applicable)
- f) Dealership agreement from principal (if any)
- g) ISO/ISI certification (if applicable)
- h) Non-blacklisting certificate (last 3 years)
- i) University may request further documents
- j) Annual Turnover CA certificate (last 3 years) & IT returns (including 2020-21)
- k) Relevant supply orders (last 3 years)
- 1) Registration Certificate with DGS & D/NCCF

- (viii).on receipt of the registration form along with the requisite documents as mentioned above the vendor/supplier shall be registered with the NALSAR, shameerpet after scrutiny.
- (ix). The firm will be considered for registration/empanelment for a period of three(3) years and their registration will be considered or renewals as per NALSAR , shameerpet procedure for two years or so at a time subject to satisfactory performance of the firm during registration period.
- (x).after getting all the required information, documents & fee (DD) from the applicant the registration number will be issued to the vendor/supplier with the following details:
- (a).Registration No:
- (b). Vendors/suppliers trade group/category no. Along with description and authorization letter from the original manufacturing company.
- (xi) Service Centres: Vendors must have a service center in Hyderabad. Authorized distributors/OEMs must provide a valid agreement or undertaking from the OEM.If false information is discovered, Registration will be cancelled Vendor may be blacklisted & EMD/SD will be forfeited.
- (xii) Period of Validity of Empanelment: The Empanelment shall be for a period of 3 years Can be revalidated per applicable rules. Each revalidation lasts 1 year from the expiry of the previous one. Empanelment is subject to Review, Termination, Suspension, other actions by the empanelment authority (with show cause notice).

GENERAL TERMS & CONDITIONS

- **1.Registration** Qualifies a vendor for **limited purchases** only. Registration alone **does not guarantee** supply orders.
- 2.Right to Accept/Reject Applications NALSAR, shameerpet reserves the right to accept/reject applications without giving any reason. The decision is final and binding.
- **3.Vendor Response Requirement** Empanelled vendors must **promptly respond** to enquiries and **execute orders** as per terms. Must keep the university informed of any **new products**, **ideas**, **or cost-saving measures**.
- **4.Quotations** Should be in **English**, on the vendor's letterhead, with **firm seal** and signature. Must be submitted along with tender documents and include **bidding firm name**.

- **5.Price Bids & Specifications** Technical specs are to be **submitted separately** from commercial/price bids.
- **6. Holiday Clause** If the due date falls on a holiday, the **next working day** will be considered.
- 7. Contractual Validity This document is a valid contract between NALSAR, shameerpet and the vendor. It governs supply orders during the empanelment period.
- **8.** Breach of Conditions If vendor violates terms, supply/work is delayed, or there are warranty issues NALSAR may cancel the order and forfeit EMD/security deposit. Vendor may be blacklisted for at least 3 years.
- 9. Non-transferability Vendors cannot assign/sell/transfer empanelment rights to others. Doing so leads to cancellation of empanelment.
- 10. Integrity & Compliance Registered vendors must follow high standards of integrity, proper behavior, and compliance. On-compliance may result in cancellation.
- 11. Order Cancellation No subcontracting allowed. Orders may be cancelled if sub-contracted.
- 12. NALSAR reserves the right to add/delete/alter any terms and conditions in the registration granted to firms at any time, without assigning any reason(s).
- 13. NALSAR reserves the right to accept/reject any offer(s) without assigning any reason.
- 14. Opening of Applications are scrutinized based on the university's needs, Committee's decision is final and binding, No claims about errors/omissions will be entertained. Tenders not conforming to required norms may be rejected.
- 15. Adherence to Terms Vendors must strictly adhere to all terms Conditional tenders will be rejected outright.
- 16. Contact for Clarification Contact Estate Section, NALSAR for queries www.nalsar.ac.in, ph-040 23498110
- 17. Selection Based on the discount offer on the MRP
- 18. No price increase allowed during the contract period unless justified.

- 19. Supply Quality Goods must be good quality and as per specifications, and companies mentioned in supply order. No deviation in make/model allowed during the contract period.
- 20. Indemnity Clause Vendors must indemnify NALSAR against third-party claims (patent, copyright, etc.)NALSAR to be indemnified from manpower-related liability during fulfillment of supply orders.

21. Termination for Default:

- (i) Vendor defaults by failing to deliver services within specified time Not performing obligations under empanelment. Not responding to limited tender/quotation.
- (ii)If vendor doesn't act within 15 days after receiving default notice (or longer if allowed), NUL may terminate the contract fully or partially.

Other Grounds for Cancellation

Vendor registration may be cancelled if the vendor:

- (a) Violates terms/conditions of registration.
- (b) Makes false declarations.
- (c) Supplies substandard goods/services.
- (d) Provides services outside agreed scope.
- (e) Fails to execute or terminates a contract unsatisfactorily.
- (f) Lacks operational staff/equipment due to internal issues.
- (g) Becomes bankrupt or insolvent.
- (h).fails to submit the required documents/information for review of registration, where required.
- (i).adopts unethical business practices, not acceptable to the government
- (j).any other ground which, in the opinion of the registering authority, is not in public interest.
- 22. Delivery Schedule Deliveries to NALSAR, Shameerpet must occur within the period mentioned in the supply order. If stock is unavailable, the vendor must inform in writing immediately. No part supply is allowed.

Defective or non-conforming items (not as per brand/sample/specification) must be replaced at no additional cost.

- 23. Penalty for Delay Timely delivery is critical. For delays, liquidated damages of 0.5% of the item's price per week (or part thereof) will be levied. Maximum penalty is 10% of total supply order value.
- 24. Force Majeure Refers to unforeseen, uncontrollable events (not due to vendor negligence) like ,Acts of war, revolution, fires, floods, epidemics, embargoes, sovereign acts, etc. In such cases, The vendor must promptly notify NUL in writing, providing reasons and documentation. University will review the situation for consideration.
- 25. Jurisdiction All disputes arising from this contract will be settled in Thiruvur jurisdiction only.

Registrar(I/c)

NALSAR University of Law, Shameerpet.

APPLICATION FORM OVERVIEW

1. Application for Category
(I) Civil
(II) Electrical
(III) Garden
A firm can apply for multiple categories.
2. Category Code No.
Refer to Table-A (not shown here) for the code details.
(I) Civil
(II) Electrical
(III) Garden
3. Empanelment Fee (Non-refundable)
Payable to: NALSAR University of Law, Shameerpet.
Fee details (amount not filled in):
(i).Civil materials:
(ii).Electrical materials:
(iii).Garden materials:
Note: DD numbers to be filled in; attach proof.
FIRM DETAILS SECTION

- 1. Name of the Firm
- 2. Registered Address

Pin code:

Email ID:
3. Contact Person Details
Name:
Correspondence address:
Contact number:
Email:
4. Nature of Firm:
a) Manufacturing
b) Service
c) Dealership from authorized manufacturing
d) Stockiest
e) Indian Agent
f) Indian Branch Office
g) Others (specify)
5. Type of Organization
a) Proprietary
b) Partnership
c) Private Limited Company
d) Public Limited Company
e) Public Sector
Required Documents:
Proprietary – Trade License:

Telephone/Mobile number:

	Private Ltd. –	Memora	ndum of Article	
	Public Ltd. – License	Certificat	te of Registration	+ Trade
	Public Sector –	Trade Lic	eense	
6. Yea	nr of Establishment			
7. Reg	gistration Number & Date			
Regis	image is the second tration/Empanelment Fo eerpet.	-		
Here's	a detailed breakdown:			
8. Audited Annual Turnover (Last 3 Years) Must provide Chartered Accountant's certification and Income Tax Return copies. Table format: Year: Turnover in Rupees (Lakhs)				
9. Det	ails of Major Customers:			
	f institutions or government y empanelled/registered:	nt departments w	here your organi	zation is
Sl.No	Name of the	Empanelled for	Contact Person of the	Contact
	Institution/Organization	Category/Item	Organization	Number with Email
	Institution/Organization	Category/Item		with

Partnership deed + Trade License

Partnership –

Sl.No	Name of the Institution/Organization	Empanelled for Category/Item	Contact Person of the Organization	Contact Number with Email

Commercial Information Registration

(To be submitted on your company letterhead and with attested copies wherever applicable)

Sl.No	Information			
1	GST Registration No.			
2	CST Registration No.			
3	State ST Registration No.			
4	TIN No.			
5	Excise Registration No. / Trade/Factory License No.			
6	Service Tax Registration No.			
7	PAN No.			
8	Registration with DGS & D/NCCF			
9	SSI/NSIC Certificate			
10	Dealership Agreement (Principal letter No./Date/Valid Upto)			
11	Relevant ISI/SSO Certificate, if any			
12	Declaratin for Manufacturer/ Sole Distributor/ Authorized Dealer/ Registered Vendor/ Supplier			

This is to certify that the information stated above is true and correct to the best of my/our knowledge. I/We understand and accept the terms and conditions and further accept that if there is any suppression,

fabrication and misstatement of facts in any form, will at once result in
cancellation of my application for empanelment and that Central
university of Tamil Nadu, Thiruvarur, reserves its rights to take such
action as it may deem fit in such an eventuality.

Date:	
Place:	
Signature of Authorized Person	
Name of Signatory	
Designation	
Office Seal	

Note:

- 1. Submit documentary proof in support of the date.
- 2. Copy of **GST Certificate**, **PAN**, **SSI Certificates**, etc.
- 3. Copy of Registration Certificate/ Trade License.

(Note: Declaration should provide on printed letter head of the Bidder indicating thereon GST Registration, Email, Telephone numbers, etc.)

To:
Registrar NALSAR University of Law
Shameerpet
Sub: contract declaration for registration/empanelment
Ref. No: Nalsar/ENGG/CVL/Empanelment/2025-26
Sir/madam,
I,
I here by Certifies that all statements made are true and correct. False or incorrect information may result in cancellation. All matters will be kept confidential and no info will be passed without permission.
Mr is the authorized signatory.

Communication of Changes, Responsibility to communicate any changes in constitution or working of the firm.

I/we assure that if empanelled, the firm will serve the University for a minimum period of one year.

All relevant information is furnished; nothing is withheld.

Firm is **not blacklisted/banned** by any organization.

Acceptance of Rules: Accepts the University's right to accept/reject applications without assigning a reason.

No Tampering Clause: Application is not tampered/modified; if found so, application will be **summarily rejected**.

I/we am/are liable to be banned from doing business with Central University of Tamil Nadu, Thiruvarur and/or prosecuted.

Date:	
Place:	
	Signature of authorized Person
Office Seal	
Name of Signatory	y:
esentative of the Fir	·m:
•	esentative of the firm:
Name of represent	tative:
Contact No. of rer	

Mandate Form for Bill Payments through EAT Module in PFMS

Details of Account Holder

Sl. No	Particulars	Important Details (in block letters)
1	Name of the Contractor/Beneficiary	
2	Name of the Bank & Branch	
3	Bank Account Number	
4	IFSC Code (11 digits)	
5	PAN Number	
6	GST Number (If applicable)	
7	Email Id	
8	Mobile Number	
9	Address (Including city, Pin code etc.)	

Declaration:

I hereby declare that the particulars given above are correct and complete.

Date:			

Signature:

The image you've provided is a Checklist for Registration/Empanelment of Supplier (Vendor) (Annexure-D) related to NALSAR University of Law. It's divided into Part A and Part B, listing the documents and details that a supplier/vendor must submit for registration/empanelment.

✓ Summary of the Checklist Contents:

Part A: General Requirements

S. No	Requirement
1	Proof of Registration/Empanelment Fee (Non-refundable) via Bank Demand Draft in favor of <i>NALSAR University of Law</i> .
2	Certificate confirming the organization is not blacklisted by Govt./Autonomous Bodies.
3	Copy of supply orders for similar items in the last 3 years.
4	List of customers/clients from the last 3 years with proof.
5	Bank details (as per Annexure-C).
6	Annual Turnover documents (last 3 years, ending 2020-21). (Attach copies)
7	IT Return documents (last 3 years, ending 2021-21). (Attach copies)

Part B: Statutory/Registration Details

S. No	Requirement
1	GST Registration No.
2	CST Registration No.
3	State ST Registration No.

S. No	Requirement
4	TIN No.
5	Excise Registration No., Trade/Factory License No.
6	PAN No.
7	Registration Certificate with DGS & D/NCCF
8	SSI/NSIC Certificate (if any)
9	Current dealership agreement with Principal (letter, date, validity)
10	ISI/SSO Certificate (if any)
11	Manufacturer/ Sole Distributor/ Authorized Dealer/ Registered Vendor proof with document
12	Memorandum, AoA, Certificate of Incorporation, Partnership Deed, Registration Certificate (if applicable)

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Date:

(Signature of the bidder/authorized person, along with the seal of the company and date)