

No. F.8(15)FD/SPFC/Consultant/2020

Jaipur, dated : 29-06-2022

**All Heads of Department,
All Officers of Accounts Cadre,
All Procuring Entities/
Stakeholders/Suppliers
Rajasthan.**

**Subject: Inviting comments and suggestions for finalization of Guidelines for
Registration of Bidders for Procurement of Goods & Non-Consultancy
Services.**

The **Guidelines for Registration of Bidders for Procurement of Goods & Non-Consultancy Services** have been prepared under State Procurement Facilitation Cell (SPFC).

The **Guidelines for Registration of Bidders for Procurement of Goods & Non-Consultancy Services** are being circulated to all the Heads of Department/ Procuring Entities/Accounts Service Personnel/Stakeholders/Suppliers/Citizens for soliciting their comments and suggestions. It is requested from all the Heads of Department/ Procuring Entities/Accounts Service Personnel/Stakeholders/ Suppliers/ Citizens to submit their comments and suggestions for improvement within one month at jsfgt@rajasthan.gov.in with a copy to CAO.SPFC@rajasthan.gov.in

Suggestions obtained will be considered by SPFC before finalizing the **Guidelines for Registration of Bidders for Procurement of Goods & Non-Consultancy Services** If no suggestion is received within stipulated timeline, it would be assumed that no changes are required in the document and will be formalized for use in the State.



(Sudhir Kumar Sharma)
Secretary to the Government
Finance (Budget) Department

Copy forwarded for necessary action to :-

1. PS to All Addl. Chief Secretaries/Principal Secretaries/Secretaries to the Government.
2. All Executive Officers, Corporations/Boards/PSUs Rajasthan.
3. Technical Director, Finance (Computer Cell) Department, Raj., Jaipur for uploading this document on the website.
4. Guard File.

(Vimal Kumar Gupta)
Joint Secretary to the Government

Guidelines for Registration of Bidders for Procurement of Goods & Non-Consultancy Services

Updated as on 15th June, 2022

Month, 2022

List of Abbreviations and Acronyms

S. No	Abbreviation/ Acronym	Expanded Form
1.	Act	Rajasthan Transparency in Public Procurement Act, 2012
2.	CA	Chartered Accountant
3.	GoR	Government of Rajasthan
4.	GST	Goods and Services Tax
5.	GSTIN	Goods and Services Tax Identification Number
6.	INR	Indian National Rupee
7.	IT	Information Technology
8.	MSME	Micro, Small and Medium Enterprise
9.	NIB	Notice Inviting Bid
10.	PAN	Permanent Account Number
11.	PE	Procuring Entity
12.	RFR	Request for Registration
13.	RFP	Request for Proposal
14.	RTPP	Rajasthan Transparency in Public Procurement
15.	Rules	Rajasthan Transparency in Public Procurement Rules, 2012
16.	SBD	Standard Bidding Document
17.	SPFC	State Procurement Facilitation Cell
18.	SPFM	Strengthening Public Financial Management
19.	SPPP	State Public Procurement Portal
20.	TAN	Tax Deduction and Collection Account Number
21.	UBN	Unique Bid Number
22.	UNSPSC	United Nations Standard Products and Services Code

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1. Detailed Guidelines and Procedures for Bidder Registration

1.1. Introduction

Ensuring an up-to-date and current list of capable and competent bidders facilitates efficiency, economy, and promotion of competition in public procurement, especially where open competitive bidding is not resorted to. Such capable and competent bidders are called “**Registered Bidders**”. Normally concept of “**Registered Bidders**” is maintained for **commonly used Goods or Non-Consultancy Services** which may be used by multiple procuring entities for the subject matter of procurement or repeatedly required by a procuring entity. Such registered bidders are prima facie eligible for consideration for procurement of subject matter of procurement through Limited Bidding.

Bidder registration is covered under Section 19 of Act and Rule 30 of Rules and is different from Pre-qualification procedure or empanelment by pre-qualification covered under Section 18 of Act and Rule 31 of Rules. Following difference exist between these two procedures:

1. Registration is done generally for a class of items for example office supplies in which firm is considered capable of supplying all the items with respect to office supplies i.e., subject matter of procurement. On the other hand pre-qualification or empanelment by pre-qualification is for a particular subject matter of procurement.
2. Registration period for a prospective bidder could be as prescribed by Government (Section 19(4) of Act) on other hand empanelment by pre-qualification can only be done for specified period (Section 18(1) of Rules) i.e., for one year and extendable by one year (Rule 31(1) of Rules).
3. Registered bidders are generally used for small value procurement repeatedly required through limited bidding method, whereas for pre-qualification the procurement of subject matter shall be done by the procuring entity from amongst the empanelled bidders up to the limit of delegation of financial powers by sending to all of them, request for proposals with financial bid (Rule 31(5) of Rules).
4. Updating the list of registered bidders is done either by allowing potential bidders to apply for registration on a continuous basis or by inviting offers for registration at least once a year (Section 19(3) of Act). On other hand empanelment by pre-qualification can be done by a procuring entity required to invite applications for empanelment for prequalification as per the procedure prescribed for inviting open competitive bidding as per Rule 31(2), (3) and (4) of Rules.
5. Registration done by one procuring entity for a class of items can be utilised by another procuring entity (Section 19(5) of Act). On other hand, the Act and Rules does not allow use of empanelment by prequalification to be used by other procuring entities.

As per Act and Rules, Registration of the bidder should be done following a fair, transparent, and reasonable procedure and after giving due publicity. Accordingly, detailed guidelines and procedures for the Bidder registration process has been prepared for Goods and Non-Consulting Services. In case of Works, the Bidder Registration procedure defined under Public Works Financial Accounting & Financial Rules shall prevail.

The Bidder Registration process in Rajasthan is regulated by the Rajasthan Transparency in Public Procurement Act, 2012, Rajasthan Transparency in Public Procurement Rules, 2013 and amendments thereafter. Section 19 of the Act and Rule 30 of the Rules, lays down the foundation for Bidder registration process and a broad overview of the use and process for the same.

1.2. General Guidelines

With a view to establish reliable sources for procurement of Goods/Non-Consulting Services commonly required for government use, Procuring Entity will prepare and maintain list of registered bidders as per Section 19 of Act. Such approved bidders will be known as “Registered Bidders”. Any bidder, who are in the business of manufacturing, stocking, or marketing of Goods or delivery of specific category of Services, shall be eligible for registration, provided they fulfill the required conditions of Registration.

1.2.1. Definitions

- “Bidder” means any person participating in a procurement process with a procuring entity.
- “Groups/Sub-Groups” refers to registered bidders of goods or non-consulting services in different groups/sub-groups of goods or non-consulting services as Manufacturers, Agents/Distributors and Service Providers
- “Bidder registration document” means a document issued by a Procuring Entity, including any amendment thereto, that sets out the terms and conditions of registration proceedings and includes the invitation to register
- “Invitation to register” means a document including any amendment thereto published by the Procuring Entity inviting offers for bidder registration from prospective bidders
- “Non-consultancy services” includes services of physical and procedural nature and are bid and contracted on the basis of performance of a measurable physical output, and for which performance standards can be clearly identified and consistently applied such as drilling, aerial photography, satellite imagery, mapping and similar operations. It may include small works or supply of goods which are incidental or consequential to such services.
- “Registration authority” means a Procuring Entity which registers bidders for different categories of procurement (Subject matter of procurement commonly required within the procuring entity’s jurisdiction).
- “Registered Bidder” means any bidder who is on a list of registered bidders of the Procuring Entity maintained under Section 19 of the Act.
- “Competent authority” means an authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement.

1.2.2. Use of panel of registered bidders

Bidder Registration is used when one or more procuring entities repeatedly procure the same subject matter of procurement. The general cases wherein the Bidder Registration process may be used is as follows:

- i. The subject matter of procurement can be procured from limited number of bidders; or
- ii. The time and cost involved to examine and evaluate a large number of bids may not commensurate with the value of the subject matter of procurement; or
- iii. Owing to an urgency brought about by unforeseen events, the procuring entity is of the opinion that the subject matter of procurement cannot be usefully obtained by adopting the method of open competitive bidding; or
- iv. Procurement from a category of prospective bidders is necessary in terms of sub-section (2) of section 6 of Rules.

1.2.3. Identification of Common Goods/ Non-Consulting Services:

Each procuring Entity who will undertake registration of Bidders first will have to identify Category of Goods/Non-Consulting Services which are regularly required to be procured by the Procuring Entity. It would be mandatory for Procuring Entity to follow a common classification code for grouping or identifying of goods/non-consulting services. For classification UNSPSCs eight-digit classification which represent the four hierarchical classification and each classification consist of two-digits is one of the popular methods. UNSPSCs eight-digit classification consist of four hierarchical classifications as under:

- i. **Segment:** The logical aggregation of product and services into general segment.
- ii. **Family:** Segments grouped into inter-related product & service categories.
- iii. **Class:** A group of commodities sharing a common use or function.
- iv. **Commodity:** A group of products or services with interchangeable characteristics variations.

For example: Wooden Pencils, UNSPSC of 44121706

Hierarchy	Category Number	Name
Segment	44000000	Office Equipment and Accessories and Supplies
Family	44120000	Office Supplies
Class	44121700	Writing Instruments
Commodity	44121706	Wooden Pencils

For Taxicab Services UNSPSC of 78111804:

Hierarchy	Category Number	Name
Segment	78000000	Transport, Storage and Mail Services
Family	78110000	Passenger Transportation
Class	78111800	Passenger Road Transportation
Commodity	78111804	Taxicab Services

Procuring Entity may identify groups of items at first hierarchy level of Segment but preferably till Family level so that sufficient number of bidders can be registered in Segment/Family level. Identifying items below Family level may not be advisable as it may lead to compartment of few bidders for each item/service which may not be beneficial. For example, if the above system is followed then supplier of pencil will be Registered under group 44120000 and for Taxicab Services will be registered under group 78110000.

Procuring Entity may register the prospective bidders as Manufacturers, Agents/ Distributors and Service Providers. Each Procuring Entity before soliciting response from Prospective Bidders against 'Invitation to Bidder Registration' must indicate Segment/Family of goods/non-consulting services. This Segment/Family classification shall be as far as possible uniform across the State to maintain the standard panel of registered bidders, allowing a procuring entity to use the list of panel of registered bidders of another procuring entity as allowed in Section 19(5).

1.2.4. Key aspects of Invitation to Bidder Registration Document

Bidder while submitting his application will indicate the Segment/Family under which it wants to get registered with the Procuring entity. Bidder Registration Document may specify list of documents required to be submitted by the applicant for establishing the qualification as per Section 7 and Section 19 of the Act. A tentative list of documents required to be submitted by applicant may consist the following aspects:

a. Manufacturer

1. General:

- i. Name of the firm/company, address of Factory Premises, Contact person details.
- ii. Proper authority to sign the documents for proprietorship firm/Partnership Firm/Limited concern and should submit partnership deed/memorandum of Article of Association.
- iii. Ownership Information – Central PSU/State PSU/Public Ltd. Company/Pvt. Ltd. Company/One person Company/LLP Company etc.
- iv. Manufacturer to submit documents like, copy of Registration under Indian Factories/Companies Act., factory license, copy of electricity bill etc.
- v. PAN Number(s).
- vi. GSTIN along with Registration Certificate.
- vii. If MSME then specify MSME Category along with documents.
- viii. MSME Ownership – SC/ST/Women Entrepreneur.

- ix. Whether Bidder/ Service Provider is a Start-up Enterprise and provide documents.
- x. List of the names of Owners/ Partners/ Promoters/ Directors.
- xi. List of the names & addresses of all associates, subsidiary and holding company.
- xii. ISO 9001, ISO 14000, OSHAS 18000, BIS Certification etc.
- xiii. Registration with other State Govt./Central Govt./PSUs of Government
- xiv. Whether company/firm is under litigation/ arbitration during last 3 years. If yes give details.
- xv. Whether the company has been delisted/ debarred from business by any Government (Central/State) during last 3 years. If yes give details

2. Technical:

- i. Details of Machinery & Plants
- ii. Quality Control/ Inspection Facilities
- iii. Details of Manpower including Technical Manpower
- iv. Details of Supplies successfully executed/under execution during last three years
- v. List of major customers with contact address

3. Financial:

- i. Balance Sheet/Annual Turnover and Profit/ Loss Statement signed by CA for last 3 years.
- ii. Bank Details.
- iii. Bank Solvency.

b. Agents/ Distributors/Trader

1. General

- i. Name of the company, address of Office Godown/Shop Premises, Contact person details
- ii. Trader/Distributor to provide address of office/godown along with copy of electricity bill and license/permission to do business from the premises etc.
- iii. Authorisation Certificate from Manufacturer/ Sole Distributor for marketing of a product if any
- iv. PAN Number(s).
- v. GSTIN along with Registration Certificate.
- vi. List of the names of Owners/ Partners.
- vii. List of the names & addresses of all associates, subsidiary and holding company.
- viii. Registration with other State Govt./Central Govt./PSUs of Government
- ix. Whether company is under litigation/ arbitration during last 3 years. If yes give details.
- x. Whether the company has been delisted/ debarred from business by any Government (Central/State) during last 3 years. If yes give details

2. Technical

- i. Details of Supplies successfully executed/under execution during last three years
- ii. List of major customers with contact address
- iii. Details of Manpower

3. Financial

- i. Bank Details
- ii. Bank Solvency

c. Service Providers

1. General

- i. Name of the company, address of Office Godown/Shop Premises, Contact person details
- ii. Trader/Distributor to provide address of office/godown along with copy of electricity bill and license/permission to do business from the premises etc.
- iii. PAN Number(s).
- iv. GSTIN along with Registration Certificate.
- v. List of the names of Owners/ Partners.
- vi. List of the names & addresses of all associates, subsidiary and holding company.
- vii. Registration with other State Govt./Central Govt./PSUs of Government
- viii. Registration Particulars for Service Providers: EPF/ ESIC/ Contract Labour (R&A) Registration Number etc.
- ix. Whether company is under litigation/ arbitration during last 3 years. If yes give details.
- x. Whether the company has been delisted/ debarred from business by any Government Central/State) during last 3 years. If yes give details

2. Technical
 - i. Major customers with contact address
 - ii. Details of Supplies successfully executed/under execution during last three years
 - iii. List of Manpower
3. Financial
 - i. Bank Details
 - ii. Bank Solvency

1.2.5. Procedure for Registration

Following procedure shall be adopted for Registration of Bidders:

1. The bidder should submit the application with requisite fee (if applicable) in the form and manner as requested in the 'Invitation to Bidder Registration Document'. The application submitted by the bidder shall be examined for its authenticity by the Procuring Entity.
2. Registration Authority may undertake confidential enquiries about the financial status, business capacity, relation with foreign firm, etc., will be made through Bank, Police, Revenue Authorities and through other State Governments or Local Bodies.
3. Registration Authority has option to visit, or visit may be arranged by nominated officer(s) for verification of the physical facilities of Manufacturer/ Shops/ Godown/ Offices and submission of examination report.
4. After examination of the application submitted by the Bidder including any confidential enquiry/site visit, the Registration Authority may register the bidder in the applicable Segment and Family.

1.2.6. Conclusion of registration process

The Registration Authority should timely inform the successful prospective bidders, in writing, that its registration request has been accepted. This communication shall be termed as Bidder Registration Certificate.

Information of registration shall be communicated to all participating bidders and published on the State Public Procurement Portal by the procuring entity. Such information should comprise the following:

- a. List of registered bidders categorized into Groups/Sub-groups, for the concerned subject matter of procurement, and the validity of the registration
- b. List of bidders not registered

Additionally, the procuring entity should also provide successful bidders with registration certificate.

The decision of the procuring entity with respect to the registration shall be final and binding.

1.2.7. Rights and Obligations of the Registration Authority

- i. The Registration Authority reserves the right to accept or reject any registration request, and to annul the registration process and reject all requests at any time prior to Conclusion of registration process, without thereby incurring any liability to the bidders. The reasons for doing so shall be recorded in writing.

1.2.8. Rights and Obligations of the Bidder

- i. The registration of a bidder by any Registration Authority shall only entitle him/her to be considered for issue of bid documents subject to the conditions laid down in each individual Notice Inviting Bids. It shall not confer any right on him/her either to be necessarily issued the bid documents or for award of contract.
- ii. The bidder reserves the right to appeal the decision of the Registration Authority in the context of the registration process, as per the provisions of the Act and Rules.

- iii. The bidder should fulfil all his/her obligations under the RTTP Act and Rules in time and manner as specified, failing which he/she shall be liable for the action as mentioned therein. Some of the obligations are summarized below: -
 - a. Prior approval shall be obtained from the registration authority before changing the name or constitution of the firm/company.
 - b. Intimation of change of address should be given in advance or within one month along with acknowledgement from Banker or Income Tax authorities.
 - c. Bidder should not indulge in unethical practices and uphold the Code of Integrity as specified in the Act and Rules
- iv. A bidder is permitted to have registration in more than one Segment/Family.
- v. No Bidder shall be registered under more than one name under a common Proprietorship or partnership and is required to declare the same.

1.2.9. Validity of Bidder Registration

- i. In accordance with Section 19 (3) of Act, the Registration Authority shall update the list of registered bidders by allowing potential bidders to apply for registration on a continuous basis or by inviting offers for registration at least once a year.
- ii. The registration once done on merits will be valid for the period which will be specified by Registration Authority.

1.2.10. Impact of Change in Constitution, Name and Address of Bidder

- i. The bidder (firm) shall not modify the existing partnership or enter any fresh partnership or change the name of firm without the prior approval of the registration authority. Such proposal, if any, shall be submitted in advance giving full details of the intended partnership/sole proprietorship along with the draft partnership deed/affidavit and documents as per the procuring entity. Any change in status of the bidder as an 'Individual' or in constitution of the firm or change in the name of firm without prior approval of the registration authority, will render the bidder/firm liable to be removed from the approved list of bidders.
- ii. If a firm is converted in two or more firms by any action of its partners, the new firm(s) or any separated partner(s) in his/her (their) individual/joint capacity shall have to apply for the registration afresh on the basis of work experience gained as a separate entity.
- iii. If due to death of partner(s) or for any other reason, the number of original partners reduces to less than half of the original number, or the remaining partners have share of less than 50%, the registration of the partnership firm shall be cancelled. Here original partners mean constituents at the time of registration and those partners who were added due to the change in constitution and have remained as constituent in the partnership firm for 5 years or more.
- iv. If new partners are taken in a partnership firm, each new partner shall have to satisfy the eligibility conditions as mentioned in the eligibility criteria by the procuring entity.
- v. The change in the name of a registered bidder's entity is permissible with the prior approval of the registration authority. After obtaining such prior approval, the bidder shall proceed to get the name of the entity changed from all other authorities concerned. Bidder shall then intimate the changed name of the entity to the registration authority not later than one month of such change along with acknowledgement of noting down of such change in name from the Bank, Income Tax, GST authorities, etc. Failure to do so may result in cancellation of the registration.
- vi. While applying for registration, the bidder should mention address of his/her Registered office as well as Head Office, if different. All documents should bear one of the above addresses, otherwise the same may not be accepted. The bidder shall intimate the change, if any, in any of the above addresses, in advance or maximum within 15 days of such change along with acknowledgement of noting down of such change in address from the Bank, Income Tax, GST authorities etc. Failure to do so may result in removal of his/her name from the approved list of registered bidders.

1.2.11. Record of Registered Bidders and their performance

- i. Each Registration Authority shall maintain records of registered bidders in different groups/sub-groups. Whenever Bidder has supplied material within delivery period/extended delivery period, debarred under Section 46 of the Act or removed from the approved registration bidder list, the records shall be updated immediately with a remark to highlight the problem. The following information about the Registered bidders should be made publicly available in Form 7:
 - a. Registration No. and Date
 - b. Name of the Bidder
 - c. Segment and Family of the Bidder
 - d. Address and Contact Details
 - e. Status
 - f. Renewal details if any
 - g. MSME Status if applicable
 - h. Bidder Number and Validity of Registration
 - i. Contract No., Brief Description of subject matter of procurement, Quantity, Delivery Period, Actual date of delivery, Remarks
 - j. Warnings issued/ Deregistered/ Debarment under Section 46 of Act
 - k. Remarks
- ii. The list of registered bidders for a subject matter of procurement should be publicly available on the state e-procurement portal and SPPP portal and shared among the procuring entities requiring the bidders for same subject matter of procurement.
- iii. The record of performance of the Registered Suppliers should preferably be available in SPPP portal or in a register available with the procuring entity. The format of the performance is at Form 8. The form will contain following details for each registered supplier separately:
 - a. Name of supplier
 - b. Registration Number, date and Validity
 - c. Segment and Family
 - d. Contract No. and Date, Brief Description, Quantity, Date of Delivery as per Contract, Actual date of delivery, Warning issued/ Deregistration done/ Debarment under Section 46 of Act done, Remarks

1.2.12. Review of Registration

- i. Registration of enlisted bidders shall be reviewed by registering authority after every five years based on performance data to be supplied by the supplier himself and the departmental field Officers. A registered bidder whose performance is found to be unsatisfactory shall be liable for cancellation of his registration and his name being struck off from the list of registered suppliers.
- ii. The bidder shall be allowed to apply for review of registration. In the application the bidder may request for deletion/addition of segment and family for supply of Goods and Non-consulting services. If addition of segment and family is requested than the required documents will also be submitted along with application.

1.2.13. Disciplinary Actions

The registration authority shall have the right to suspend business for any period, debar them under Section 46 of the Act or cancellation of bidder registration indefinitely or for a period as decided by registration authority after issue of show cause notice. Decision of the registration authority shall be

final and binding on the bidder. The following actions of the bidder shall, in general, make them liable to disciplinary actions:

- a. **Cancellation of registration:** The name of the bidder may be removed from the approved list of bidders, by the registration authority, if he/she:
 - i. fails to execute number of contract(s) or has executed them unsatisfactorily; or
 - ii. violates any conditions of the contract; or
 - iii. fails to abide by the conditions of registration; or
 - iv. is found to have given false particulars at the time of registration; or
 - v. has indulged in any type of forgery or falsification of records; or
 - vi. changes constitution of the firm/ changes name of the firm/ permanent address / business address and does not intimate to the registration authority; or
 - vii. is declared or is in the process of being declared bankrupt, insolvent, wound up, or dissolved; or
 - viii. default in settlement of tax dues like income tax, GST etc., or
 - ix. ceases to fulfil eligibility criteria based on which registration/renewal was done; or

1.2.14. De-registration of Bidder

If a registered bidder desires to get himself delisted from the panel of registered bidders, he shall apply to registration authority for de-registration.

1.2.15. Grievance handling and jurisdiction in respect of dispute

- i. Any grievance of a Bidder pertaining to the procurement process shall be by way of filing an appeal in accordance with the provisions of chapter III of Act and chapter VII of Rules.
- ii. The Courts in Rajasthan shall alone have jurisdiction in respect of all claims and matters arising under this procurement process.

2. Standard Invitation to Bidder Registration Document

Standard Invitation to Bidder Registration Document

Month, 2022

Preface

This Standard Invitation **to Bidder Registration Document** has been prepared in line with the provisions of the Rajasthan Transparency in Public Procurement Act, 2012 and Rajasthan Transparency in Public Procurement Rules, 2013. This standard document is prepared for the process of bidder registration laying down the sample document providing bidder registration procedure, instruction to bidders, eligibility criteria and standard terms and conditions of the registration. Currently the process for bidder registration is not uniform at the state level, with this standard document, we aim to bring uniformity in the process and documents for bidder registration.

This standard document shall be used by the Registration Authority for the registration of bidders for Subject matter of procurement.

The standard document shall be used by all the 'Registration Authority after suitably customizing it to specific requirement.

[Guidance Note- The content highlighted in blue font across the standard document are for Procuring Entity's reference and are to be either filled by the Registration Authority or deleted in case if it's a note]

Abbreviations

GST – Goods and Service Tax

GSTIN - Goods and Service Tax Identification Number

INR – Indian National Rupee

LLP – Limited Liability Partnership

MSME - Micro, Small and Medium Enterprise

NA – Not Applicable

NSIC – National Small-Scale Industries Corporation

PAN - Permanent Account Number

PE – Procuring Entity

PSU – Public Sector Undertaking

Act - Rajasthan Transparency in Public Procurement Act, 2012

Rules -Rajasthan Transparency in Public Procurement Rule,2013

SPFC - State Procurement Facilitation Cell

SPPP - State Public Procurement Portal

UNSPSC - United Nations Standard Products and Services

Notice Inviting Bidder Registration

(Format of Notice Inviting Bidder Registration (NIBR) for Publication on State Public Procurement Portal as per Rule 43(2) of Rules)

NIBR Number	
Date	
Name and Address of Registration Authority	<i>[Enter Officer-in-charge Designation and Complete Address of the Registration Authority with Tel. Nos., Fax, and E-mail Address]</i> <i>[Enter Administrative Department Name]</i>
Name of the NIBR	<i>Bidder registration for Subject matter of procurement</i>
Bidder Registration Groups/Sub-groups	<i>[Brief Description- subject matter of procurement for which registration is required]</i> Details of bidder registration Segment/Family to be detailed in Section 2.1.4 of this document.
Validity period	In accordance with Section 19 (3) of Rules- Maximum validity of 1 year, which may further be extended for another one year after recording reasons
Bidder Registration Documents available on-	<ul style="list-style-type: none"> • State Public Procurement Portal (SPPP)- https://sppp.rajasthan.gov.in/ • <i>Department website</i> _____
Bidder Registration Mechanism	1. Bidder registration will be conducted manually/online <i>[select one]</i>
Required Documents for Registration	<ol style="list-style-type: none"> 1. Bidder registration application form as provided in Form 1 of this document. 2. Essential documentation as listed in Section 2.1.5.2 of this document.
Key instructions to bidders	<ol style="list-style-type: none"> 1. This request for registration is not a contract in any form and would not be binding on the Registration Authority in any manner whatsoever. 2. The Registration Authority reserves the complete right to cancel the registration process and reject any or all of the Application Forms. 3. The Registration Authority reserves the right to update, amend and supplement the information in this document including the qualification process before the last date and time of receipt of response to registration. 4. Registration Authority disclaims any factual/ or other errors in the registration document (the onus is purely on the individual bidders to verify such information) and the information provided therein are intended only to help the bidders in registration process.

- | | |
|--|---|
| | <p>5. The provisions of Act and Rules thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this registration document with the Act and Rules thereto, the later shall prevail.</p> |
|--|---|

***[Designation of the Procuring Entity]
[Department Name]
[Complete address]***

2.1. Bidder Registration Procedure

2.1.1. Introduction

The *[Name of Registration Authority]* invites applications for Bidder Registration of *[subject matter of procurement]*. The Bidders interested in registration process are required to submit the application with required documents in the form and manner as prescribed in this Invitation to Registration.

The Bidder shall furnish its relevant experience strictly as mentioned in the Application forms.

The Registration Authority reserves the right to reject any or all application without assigning any reason.

2.1.2. Instructions to Bidder

The following procedure shall be adhered while applying for registration:

- The bidder is required to submit the bidder registration application in a prescribed form. Incomplete applications and applications without registration fee and necessary documentation are liable to be rejected by the Procuring Entity.
- The language for all correspondence and documents would be either in *[select one- English or Hindi]*.
- Registration fee-
 - Bidders are required to submit the registration fee of *INR/- (Amount in words)*, in form of cash/ banker's cheque/ demand draft of scheduled bank in name of *..... (Name of authority concerned)*.
 - Applications received without registration fee shall be summarily rejected. No notice shall be given in such cases.
 - The registration fee is non-refundable. The bidders are, therefore, advised to ensure that they fulfill the prescribed eligibility requirements of registration before applying and making the payment.
- The sealed envelope/online submission *[select one]* containing the registration form, documents & fee should be clearly super scribed on the top of the envelope as "*APPLICATION FOR BIDDER REGISTRATION FOR THE NOTICE INVITING BIDDER REGISTRATION NUMBER.....*" if submitted manually.
- The bidder should be well acquainted with all Acts, Rules, Regulations, Guidelines, Orders and byelaws including all statutory amendments and enactments of State or the Central Govt. or local authorities. The bidder is strongly advised to specially read the *rules, regulations and guidelines related to bidder registration* and this Invitation to Registration document.
- The bidder should make sure before applying for a particular Segment/Family, that the bidder meets the required eligibility criteria for the respective subject matter of procurement.
- The bidder should note that the registration does not guarantee the award of any contract.
- A bidder is permitted to have registration in more than one Segment/Family.
- No Bidder shall be registered under more than one name under a common Proprietorship or partnership and is required to declare the same under Form 2.
- The registration will not confer any special rights or privileges.
- Registration Authority will notify the successful bidders in writing that their application has been accepted and will provide with registration certificate listing following-
 - Bidder Registration No.
 - Subject Matter of Procurement along with description
 - Validity period

The standard registration certificate is provided in Form 6.

- The registration is liable to be revocation or cancellation if it is found at any time that the particulars furnished by Bidder are false.

- While submitting bids, the registered bidder should quote the bidder registration number as may be required.
- Any grievance of a Bidder pertaining to the procurement process shall be by way of filing an appeal to the First Appellate Authority _____ *[mention designation and address]* or Second Appellate Authority _____ *[mention designation and address]*, in accordance with the provisions of chapter III of Act and chapter VII of Rules.

2.1.3. Subject matter of procurement

The indicative subject matter of procurement for which bidder registration is invited may be as follows-

Segment	Family
Note- To maintain the consistency in registration of Subject matter of procurement across the State, the subject matter of procurement should be segmented in line with coding structure of UNSPSC¹.	
For example:	
1. 25000000 Commercial and Military and Private Vehicles and their Accessories and Components	1. 25100000 Motor vehicles
	2. 25101702 Police vehicles
2. 43000000- Information Technology Broadcasting and Telecommunications	1. 43191511 IP phones
	2. 43201546 Audio conferencing boards
	3. 43201547 Voice boards
	4. 43211507 Desktop computers
	5. 43211508 Personal computers
	6. 43211515 Computer workstation
4. 47000000- Cleaning Equipment and Supplies	1. 47101531 Septic tanks
	2. 47101532 Settling tanks
	3. 47101533 Lift stations
	4. 47101534 Sewage distributors
	5. 47101535 Sludge disposal equipment
	6. 47101536 Sludge collectors

¹ Link for accessing UNSPSC Code list- <https://www.dfa.cornell.edu/procurement/buyers/unspsc> (Link valid as on July 2021). For updated versions, kindly refer to- <https://www.unspsc.org/>

2.1.4. Segment/Family of Bidder Registration

As per Section 27 (1) of Act, registration of bidder is required “With a view to establishing reliable sources for a subject matter of procurement or a class of procurement, which may be commonly required across procuring entities or repeatedly required by a procuring entity, a procuring entity may maintain a panel of registered bidders.”

Identifying “subject matter of procurement or a class of procurement” is the responsibility of the Registering Authority i.e., Procuring Entity. Procuring Entity will have to identify items/non-consultancy services which are commonly required and take the appropriate coding structure of the UNSPSC which describes or closely resembles the items/non-consultancy services required by Procuring Entity. An indicative example is given in 2.1.3.

2.1.5. Eligibility Criteria

2.1.5.1. Eligible Bidder

- a) A Bidder may be a natural person, private entity, government-owned entity in accordance with Rule 39 of Rules
- b) A Bidder participating in the procurement process shall be in compliance with Section 7(2) of the Act.
- c) A Bidder shall have the nationality of India.
- d) A Bidder debarred under Section 46 of Act shall not be eligible to participate in any procurement process.
- e) A Bidder should not have a conflict of interest in the procurement in question as stated in the Rule 81 of Rules and this Bidding document.

2.1.5.2. Essential documentation

The following essential documents (whichever is applicable) should accompany with the bidder registration form:

#	Essential Criteria	Documents Required	Mandatory	Format
1.	Application for Bidder Registration	Duly signed and sealed bidder application for bidder registration in the prescribed format without any deviations	Yes	Form 1
2.	Valid Permanent Account No (PAN)	Copy of PAN card	Yes	NA
3.	Valid GSTIN and no overdues to Government	Copy of GST certificate Latest quarterly return to verify that there is no overdue tax to be deposited to the Government	Yes	NA
4.	Valid Proof of registration of bidder	Submission of any of the following, as applicable-	Yes	NA
		<ul style="list-style-type: none"> • Any private company, registered/ incorporated under ‘Companies Act, 2013’ or other applicable Laws of India (to submit valid certificate of incorporation), OR 		
		<ul style="list-style-type: none"> • Bidder may be a proprietorship firm (to submit valid Shop Establishment certificate), OR 		

		<ul style="list-style-type: none"> Partnership firm (to submit Partnership registration certificate issued by Registrar of Firms or duly notarized/Registered Deed of Partnership), <i>OR</i> A limited liability partnership (under the Limited Liability Partnership Act, 2008) in India, to submit copy of Certification of Incorporation), <i>OR</i> Any Society registered under Societies Registration Act, 1860; or Trust registered under The Indian Trusts Act, 1882 (Society registration certificate issued by the office of the Registrar of Cooperatives) 		
5.	Declaration by Bidder	<p>Duly signed and sealed declaration form in the prescribed format without any deviations.</p> <p>Note- This includes declaration by the Bidder to be in compliance with the Section 7 (Qualification of Bidder), Section 11 (Code of Integrity) of the Act, not debarred under Section 46 of Act and other declarations.</p>	Yes	Form 2
6.	Power of Attorney	<p>Duly signed and sealed Power of Attorney form in the prescribed format,</p> <p>Note- This includes Notarized Power of Attorney in favour of the signatory of the registration request authorizing him/ her to commit the Bidder.</p> <p>Or</p> <p>Alternative- An organizational document, board resolution or its equivalent specifying the representative's authority to sign the registration request is also acceptable and should be uploaded along with the registration request.</p>	Yes	Form 3
7.	Manufacturer authorization	Manufacturer authorization [Applicable / Not Applicable]	Yes	NA
8.	MSME registration certificate	Copy of MSME (Udyog adhaar, Udyam registration, etc.) certification [Applicable / Not Applicable]	<i>If applicable</i>	NA
9.	Category of MSME Registration	SC/ST/Women Entrepreneur	<i>If applicable</i>	NA
10	Start-up	Start-up Company to provide details	<i>If applicable</i>	NA
11	Any other certificate(s)	<i>Any other certificate(s), required to be submitted. (For example, International Organisation for Standards, Environment Management, Bureau of Indian Standard, Central Drugs Standard Control Organisation, Indian Pharmacopoeia etc.)</i>	<i>If applicable</i>	NA
12	Any other details	Any other documents asked from Manufacturers/Agents/Service Providers	<i>If applicable</i>	NA
13	Performance	Details of Supplies/ Non-Consulting Services successfully executed/under execution during last three years.	Yes	NA

14	Financial Status	Balance Sheet/Annual Turnover and Profit/ Loss Statement signed by CA for last 3 years.	Yes	NA
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2.1.6. Validity of Bidder Registration

In accordance with Section 19 (3) of Act, the procuring entities shall update the list of registered bidders by allowing potential bidders to apply for registration on a continuous basis or by inviting offers for registration at least once a year.

The registration once done on merits will be valid for the period which will be specified by Registration Authority.

2.1.7. Standard Terms and Conditions for Bidder Registration

- The said registration only qualifies a particular bidder for consideration for issue of bid documents in case of limited tenders/ single source of procurement for relevant category only for which bidder is registered. However, this will not give any claim to the party for award of any contract.
- Registration Authority reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of Registration Authority, in respect of registration of parties for various categories and classes of subject matter of procurement shall be final & binding on all concerned registered bidders.
- Bidders once registered, shall have to promptly reply to all the enquiries, execute contract as per the terms and conditions listed in bidding document by procuring entity and keep the procuring entity informed of new products / developments / innovate ideas that shall help reduce the cost and improve quality, reliability etc.
- All registered bidders should ensure compliance with Act & Rules, primarily following-
 - The Government of Rajasthan requires compliance with the Code of Integrityⁱ provisions as set forth in the Section 11(2) of Act and Rule 80 (2) of Rules.
 - A conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. A Bidder may be considered in conflict of interest with one or more parties in a bidding process as per Rule 81(3) of Rules.
 - Upon breach, the Registration Authority may take appropriate action in accordance with the provisions of Section 11 (3) and Section 46 of Act.
- The bidder should not assign or sublet the registration or any part or it to any to any bidder in any form. Failure to do so shall result in termination of registration.
- In all future correspondence with Registration Authority , registered bidders are required to quote the Registration No., especially in response to the bidding process.
- The Registration Authority has all the rights to add / delete / alter any of the categories of subject matter of procurement as listed in Section 2.1.3 f Subject matter of Procurement of this application 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.
- In case of registered bidders is found to be in interference with the procurement process as per Section 42 of the Act, the bidder shall be punished with imprisonment for a term which may extend to five years and shall also be liable to fine which may extend to fifty lakh rupees or ten per cent of the assessed value of procurement, whichever is less.
- The registration authority shall have the right to take disciplinary action against bidder in accordance with the RTPP provisions, including suspension of business for any period, or/and debar them under Section 46 of the Act or/and, cancellation of bidder registration indefinitely or for a period as decided by registration authority after issue of show cause notice. All disputes in this connection shall be settled in Courts at Rajasthan jurisdiction only.

2.2. Standard Registration Forms

Checklist of documents required

S.No.	Document Description	Form number	Whether enclosed (Yes/No)	Remarks
1.	Application for Bidder Registration Duly signed and sealed Application for Bidder Registration in the prescribed format without any deviations	Form 1		
2.	Proof of payment of Bidder Registration fee	NA		
3.	Copy of PAN card	NA		
4.	Copy of GST certificate AND Latest quarterly return to verify that there is no overdue tax to be deposited to the Government	NA		
5.	<p>Valid Proof of registration of bidder Submission of any of the following, as applicable-</p> <ul style="list-style-type: none"> Any private company, registered/ incorporated under 'Companies Act, 2013' or other applicable Laws of India (to submit valid certificate of incorporation), OR Bidder may be a proprietorship firm (to submit valid Shop Establishment certificate), OR Partnership firm (to submit Partnership registration certificate issued by Registrar of Firms or duly notarized/Registered Deed of Partnership), OR A limited liability partnership (under the Limited Liability Partnership Act, 2008) in India, to submit copy of Certification of Incorporation), OR Any Society registered under Societies Registration Act, 1860; or Trust registered under The Indian Trusts Act, 1882 (Society registration certificate issued by the office of the Registrar of Cooperatives) 	NA		
6.	<p>Declaration by Bidder Duly signed and sealed declaration form in the prescribed format without any deviations. Note- This includes declaration by the Bidder to be in compliance with the Section 7 (Qualification of Bidder), Section 11 (Code of Integrity) of the Act, not debarred under Section 46 of Act and other declarations.</p>	Form 2		
7.	<p>Power of Attorney Duly signed and sealed Power of Attorney form in the prescribed format, Note- This includes Notarized Power of Attorney in favour of the signatory of the registration request authorizing him/ her to commit the Bidder. Or Alternative- An organizational document, board resolution or its equivalent specifying the representative's authority to sign the registration request is also acceptable and should be uploaded along with the registration request.</p>	Form 3		

S.No.	Document Description	Form number	Whether enclosed (Yes/No)	Remarks
8.	Manufacturer authorization	NA		
9.	MSME registration certificate Copy of MSME (Udyog adhaar, Udyam registration, etc.) certification	NA		
10.	Category of MSME Registration	NA		
11.	Startup Company Details	NA		
12.	Any other certificate(s) required to be submitted. (For example, International Organisation for Standards, Environment Management, Bureau of Indian Standard, Central Drugs Standard Control Organisation, Indian Pharmacopoeia etc.)	NA		
13.	Average Annual Turnover Certificate on works during the last three financial years from a Chartered Accountant are required.	Form 4		
14.	Technical Capability <i>(along with the contract / completion certificates as required)</i>	Form 5		
15.	Any other document to be requested from Manufacturers/ Agents/ Service Providers (Note: PE/ Registering Authority to suitably modify the checklist in accordance with Clause 1.2.4 of Guidelines)	NA		

3. Forms and Register

Form 1- Application Format for Bidder registration

	Segment/Family	Segment	Family
1	Name of applicant/firm/Co.	<i>Shri/Smt./M/s.....</i>	
2	Nationality	<i>(Indian/ Other)</i>	
3	Address	<i>(With documentary proof viz. Voter I.D Card, PAN card, Driving license, Ration Card, Passport)</i>	
i	Permanent <i>PIN</i>	
ii	Present <i>PIN</i>	
iii	Regd. Office <i>PIN</i>	
iv	Head Office <i>PIN</i>	
4	Contact Details		
i	Telephone Number	
ii	Fax Number	
iii	Mobile Number	
iv	Website URL (If any)	
v	Email Id	
5i	Permanent Account Number (PAN)	
5ii	GST registration number	
6	Constitution	<i>Individual/ Sole Proprietorship Concern/Partnership Firm/ Public Ltd. Company Private Ltd. Company</i>	
7i	Name of person holding power of attorney (if any)	
7ii	Nationality	
7iii	Liabilities (if any)	
8i	Name of the banker	
8ii	Full address	
8iii	Bank Account No	
8iv	IFSC code	
8v	Phone number	
8vi	E-mail account	
9	Place of business	
10i	Whether already registered with Rajasthan Government or any other Department	<i>Yes/No</i>	

10ii	If yes, provide details	Procuring entity	Segment	Family
Note- Provide the required proofs in annexure				
11	Details of registration fee	<i>Original receipt issued to be attached</i>		
i	Receipt No. & Date		
ii	Amount		
iii	Name		
iv	Officer where fee has been deposited		

Certificates:

(i) I/We (including all partners) certify that I/We have read the rules, regulations and guidelines related to bidder registration and this Invitation to Registration document and provisions of Act and Rules.

(ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I am liable to be debarred.

Signature(s) of bidder(s):

Name with complete address date:

No. of documents attached.....

Form 2- Declarations by the Prospective Bidder

(To be executed on a non-judicial stamp)

In relation to our registration request submitted to *[enter designation and address of the Registration Authority]* in response to their Notice Inviting Bidder Registration (NIBR) No.
Dated we hereby declare following-

- a) I/We fulfil all the eligibility criteria mentioned in Section 7 of the Act and Section 4.2.5. Eligibility Criteria of this Invitation to Registration document and are eligible and possess the necessary professional, technical, financial, and managerial resources and competence required by the Registration Document issued by the Procuring Entity.
1. I/We have complied and shall continue to comply with the Code of Integrity as specified in the Section 11 of Rajasthan Transparency in Public Procurement Act, Rule 80 of the Rajasthan Transparency in Public Procurement Rules, and this Invitation to Registration Document., till completion of all our obligations under the Contract. This means that any person participating in a procurement process shall –
 - i. not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
 - ii. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
 - iii. not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
 - iv. not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
 - v. not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
 - vi. not obstruct any investigation or audit of a procurement process;
 - vii. disclose conflict of interest, if any; and
 - viii. disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.
- b) I/We have fulfilled our obligation to pay such of the taxes payable to the Central Government or the State Government or any local authority, as specified in the Invitation to Registration Document.
- c) I/We are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of the foregoing reasons.
- d) I/We have not been debarred under Section 46 of Act. In case the Bidder is debarred by any other Procuring Entity of State/Central Government or in any country in last three years then following details to be provided for each Procuring Entity:
 - i. Name of Entity State/Centre or Country:
 - ii. Period of debarment [start and end date]:
 - iii. Reason for the debarment:
- e) I/We do not have a conflict of interest as specified in the Rajasthan Transparency in Public Procurement Act, the Rajasthan Transparency in Public Procurement Rules and this this Invitation to Registration. Document, which materially affects fair competition. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
 - i. have controlling partners/ shareholders in common; or
 - ii. receive or have received any direct or indirect subsidy from any of them; or
 - iii. have the same legal representative for purposes of the Bid; or
 - iv. have a relationship with each other, directly or through common third parties, that puts them in a

- position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- v. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
 - vi. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid;
- f) I/ We understand that bidder cannot be registered in the given group or sub-group for subject matter of procurement under more than one name.
 - g) I/ We agree to permit procuring entity or its representative to inspect our accounts and records and other documents relating to the registration application submission.
 - h) I/ We understand that any misrepresentation that knowingly or recklessly misleads or attempts to mislead may lead to the automatic rejection of the registration request or bid or cancellation of the contract, if awarded.
 - i) I/ We understand that this registration shall not bind Procuring Entity to give any priority or preference in the issue of any bids / enquiries and award of contract.
 - j) I/ We declare that the information furnished above is true to the best of my / our knowledge.
 - k) I/ We have gone through each & every term & conditions written in this Invitation to Registration document provided with the bidder registration form. I/We declare that all the terms & conditions listed by procuring entity are acceptable to me / us.

Date:
Place:

Signature & Seal of Bidder
Name:
Designation:
Address:

Form 3 Power of Attorney for signing of Bidder Registration Document

(To be executed on a Non-judicial Stamp Paper duly notarized)

Know all men by these presents, We..... *[name of the firm and Address of the registered office]* do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. *[name]*, son/daughter/wife of and presently residing at, who is presently employed with us and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our registration request for qualification and submission of our registration request for the "*[Name and Number of Notice Inviting Registration]*" required by *[Name of the Procuring Entity]* (the "Authority") including but not limited to signing and submission of all registration request and other documents and writings, interact with Procuring Entity and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of bids and contracts consequent to acceptance of our registration request, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our registration request for the said Bid and Contract.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds, and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE,, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF 20....

For

[Signature, name, designation, and Address]

Witnesses:

1.

(Notarized)

2.

Accepted

.....

(Signature)

[Name, Title and Address of the Attorney]

Form 4- Certificate of Average Annual Turnover from Chartered Accountant

(To be executed on company letter head - Self-attested and Notarized)

The average gross turnover of M/s *[Name of the firm / company]* and address *[Insert address]* For the last audited are given below and certified that the statement is true and correct as per the book of records of the above-mentioned firm and through online certificate number ...*[Mention certificate number]*.....

Annual Turnover Data for the past three financial years	
Year	Turnover in lakhs (INR)
Total Turnover in INR Lakhs	
Average Annual Turnover in INR Lakhs	

[Note: Turnover for the current financial year can be considered if the accounts are audited and certified by Chartered Accountant]

Registration No. of Chartered Accountant / Firm shall be mentioned here

Date

Signature of the Bidder

Signature of auditor/seal

Chartered Accountant (Name and address): *[insert complete name and address of Chartered Accountant/ Firm]*

Telephone Number:

Mobile Number:

Form 5- Technical Capability

(To be executed on company letter head - Self-attested)

a) In case of Goods

I/We *[Name of firm / company]* do hereby certify that we have supplied following Goods as per details given below:

#	Segment and Items	Order placed by (Procuring Entity, address and phone number)	Order Number and Date Copy attached (Yes/No)	Order Value	Product description and Quantity	Date of Delivery		Supply Report Attached (Yes/No)
						As per Contract	Actual	

Date:

Place:

Signature & Seal of Bidder

Name:

Designation:

Address:

Form 6- Registration Certificate

Name of Department/ PE

1. This is to certify that [Name of Bidder] is Registered with the [Name of Department/PE] vide registration number [xxxx] with effect from [date].
2. The bidder has been Registered for following:

Segment	Family

3. The [bidder name] shall adhere to all the provisions of the RTTP Act and the rules & guidelines of this Registration.

[Name and designation of Officer]

[Name of the Procuring Entity]

[Department Name]

Form 7 Registered Bidders Register

(This list should be displayed on SPPP and Department website)								
Sr. No.	Registration No. & Date:	Name of Bidder	Segment and Family	Address Contact Number i.e. Phone Nos. & e-mail	Status	Renewal Details if any		MSME status if applicable
1	2	3	4	5	6	7		8
						Order No & Date	Valid up to	

Form 8 Performance Register for Registered Suppliers

(One page for each Registered Supplier)

Name of the Supplier:

Registration Number, Date and Validity:

Segment:

Family:

S. No.	Contract No. and Date	Brief Description of Subject Matter of Procurement	Quantity	Date of Delivery as per contract	Actual Date of Delivery	Whether Penalty is Imposed or not?	Warning issued/ Deregistration done/ Debarment done	Remark
