



CONSORTIA AND TENDER MARKETING MANUAL- 01

Annexure 'A'

Request Letter for Enlistment under Consortia and Tender Marketing Scheme
(On the unit's letter head)

Dated.....

The Senior Branch Manager
The National Small Industries Corporation Limited Branch
Office

Sub.: Application for Enlistment under Consortia and Tender Marketing Scheme.

Dear Sir,

I/We are engaged in manufacturing/providing service of..... I/We request you to kindly enlist our unit under the Consortia and Tender Marketing Scheme of the Corporation for participating in Govt. /private tenders on my/our behalf. I/We gone through the contents of the scheme and shall abide by the existing terms and conditions of the Scheme or as applicable from time to time.

I/We am/are enclosing the following documents along with application for enlistment under Tender Marketing Scheme for your examination and consideration: -

1. A passport size photograph of each of the Proprietor/Partner/Director/Society office bearers along with residential proof.
2. Self-attested copy of SPRS Registration Certificate.
3. Bank attested specimen signature of authorized persons.
4. Power of Attorney /Board Resolution / Society Resolution for authorization to deal with NSIC.
5. Mode of Enlistment Fee (By cash/cheque/DD/RTGS/Other method)
6. Details of tenders participated either directly or through NSIC
 - (i) Tenders participated but not executed (No. & amount)
 - (ii) Tenders participated but not decided (No. & amount)

Kindly process our case and enlist us as an Associate unit for participation in the tenders on our behalf and execution thereof by us.

Thanking you,

Yours faithfully,

(Authorized Signatory)
(Full Name & Designation)



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Annexure 'A-1'

INDEMNITY BOND

(On stamp paper of appropriate value and duly notarized)

This indemnity bond-cum-undertaking is executed on this ----- day of 2016 by Ms./Mr.----- Director/proprietor/partner of M/s----- (unit's name and address) resident of ----- (herein after called 'the indemnifier' which expression shall include his/her legal heirs, successors and assigns) in favour of The National Small Industries Corpn. Ltd., a Govt. of India Enterprise, regd. under the Companies Act, 1956, having its regd. office at 'NSIC Bhawan', Okhla Industrial Estate, New Delhi-110020 and a Branch office at ----- (herein after called 'NSIC' which expression shall include its successors and assigns).

1. Whereas 'the indemnifier' vide its application dated.....has requested NSIC to participate on behalf of the indemnifier in Tender no..... due on-----
----- floated by ----- for the procurement of ----- (mention complete description of the products and services mentioned in the tender).
2. And whereas I/we have read and understood that combination of transfer of property and providing of services against the above tender on its award, shall come within the ambit of work contract in terms of sub section 54 of section 65(B) of Finance Act1994.
3. I/we have also understood that Service Tax CENVAT Credit available for utilization to company and financial institutions including Non-Banking Financing Company (engaged in providing services by way of extending deposits, loans or advances) is 50% of the CENVAT credit availed on inputs services in thatmonth.
4. In view of above, I/we hereby irrevocably & unconditionally and jointly & severally undertake to indemnify and keep indemnified, the NSIC from and against all demands, claims, loss or damage or cost, charge, expense, suit or proceedings caused to or suffered or would be caused to or suffered by the NSIC due to:
 - (a) Loss of CENVAT Credit
 - (b) Any additional levies, taxes, duties etc. on account of availment and utilization of the service tax CENVAT credit under Finance Act1994.
5. The Indemnifier undertake to pay to the NSIC forthwith on first demand in writing without protest or demur the amount as specified in the saiddemand.
6. And 'the indemnifier' hereby agree/s with the NSIC that this indemnity shall remain valid and irrevocable until the settlement of all claims of the NSIC arising hereunder.

(_____)
Indemnifier/Authorizedsignatory
M/s _____
Address

IN THE PRESENCE OF:

Witnesses:

- 1.
- 2.



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Annexure 'A-2'

(The Following Details may be furnished if financial assistance is required from NSIC)

1. Particulars of financial assistance already received or likely to be received from Banks/FI's

:

Name of Financial Institution/ Bank (with Address and Tel.)	Amount of assistance (Rs.)	Reference No. and date of sanction letter	Bank Account No.	Re-payment position	Amount of default/ over dues, if any

2. Details of Security proposed:

a) In case of Bank Guarantee:

S.No.	Nature of security	Value (Rs.)	Name, address & telephone No. of Issuing Bank

b. Details of Personal Guarantees:

Name & Address of Guarantors	Net worth/ Means (Rs.)

3. Any other Information

Signature of Authorized Person
(With official stamp)



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Annexure-'B'

(On stamp paper as per the local Act)

(Power of attorney to be given by the partners for enlistment for participation in the tender on behalf of the firm.)

We,

1. S/o.Shri..... R/o.....
2. S/o.Shri..... R/o.....
3.S/o.Shri.....R/o.....Partners of

.....do hereby appoint Sh S/o Shri..... R/o....., a partner of the firm as our sole and lawful attorney to apply to the National Small Industries Corporation Limited, Branch Office for enlistment for participation in the tender(s) on behalf and in the name of the firm individually or as Member of Consortium under its Consortia and Tender Marketing Scheme and for that purpose the firm do hereby authorize Sh..... S/o Sh....., partner of the firm to execute agreement/s, furnish documents/instruments/ security/guarantee and to do whatsoever in furtherance of the said objectives as may be required by the National Small Industries Corporation Limited/purchaser on behalf of the firm. Sh..... is further authorized to be the leader of the Consortium or to nominate any other authorized person of any member of the Consortium as leader to represent the firm for all purposes in relation to the participation and execution of tender(s)/order(s) through Consortium.

We hereby agree to ratify all such *acts* application, documents, deeds, and correspondence signed by the said attorney on behalf of the firm and all such documents, agreements and correspondence etc shall be binding on us as partner/s of the said firm.

First Partner
(Signature)

Second Partner
(Signature)

Third Partner
(Signature)

Accepted

Power of Attorney
(Signature)

Witnesses: 1.

2.

Date:

Place:



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Annexure-'C'

Ref.:

Dated:-

(On Letter Head of the unit with common seal of the company)

(Specimen of Board Resolution to be passed by the Board of Directors in case of application by the Company)

Extracts of the Minutes of the Board Resolution dated _____ held at _____

Resolved that the Company shall apply to National Small Industries Corporation Limited.....
(Address) for enlistment for participation in the tender(s) on behalf and in the name of the company individually or as Member of Consortium under its Consortia and Tender Marketing Scheme and for that purpose the company do hereby authorize Sh..... S/o Sh....., a director of the company to execute agreement/s, furnish documents/instruments/ security/guarantee and to do other things whatsoever on behalf of the company as may be required by the National Small Industries Corporation Limited/purchaser for said purposes. Sh..... is further authorized to be the leader of the Consortium or to nominate any other authorized person of any member of the Consortium as leader to represent the company for all purposes in relation to the participation and execution of tender(s)/order(s) through consortium.

(Authorised Signatory)

(With common seal of the company)



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Annexure-'D'

General Evaluation Indicative Checklist (Technical & Commercial terms) -

Please Use the following checklist to evaluate the proposal for compliance for participating in the tender:

Did the Unit / Enterprise:

- 1) Confirm its ability to comply with the specification or provide an acceptable specification?
- 2) Confirm its ability to provide the required quantity?
- 3) Confirm its ability to deliver to, or perform at, the desired location(s)?
- 4) Confirm its acceptance of the specified payment terms or propose acceptable payment terms?
- 5) Confirm its ability to comply with the specified freight terms or propose acceptable freight terms?
- 6) Confirm its ability to comply with the specified delivery / performance dates or lead time or propose acceptable delivery / performance dates or lead time?
- 7) Confirm its ability to comply with the specified warranty or propose an acceptable warranty?
- 8) Provide financial statements?
- 9) Provide evidence of any required certifications?
- 10) Provide any required samples?
- 11) Demonstrate that it has the capacity to handle the additional supply / work if awarded.
