

TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE

(An autonomous institute of the Deptt. of Biotechnology, Govt. of India) NCR Biotech Science Cluster, 3rd Milestone, Faridabad—Gurugram Expressway, PO box #04, Faridabad- 121001 (Haryana)

CIRCULAR (WORK)

Dated: 20 February, 2019

Sub: Vendor Registration for works in Translational Health Science and Technology Institute (THSTI), Faridabad-

Applications are hereby invited in the prescribed proforma from reputed vendors for online vendor registration in THSTI, Faridabad.

Clause – 1). Eligibility Criteria: -

- (i) Application should be submitted either for a Proprietorship firm/Private/Public company or any Government entity.
- (ii) The applicant should have completed 5 similar works out of which min. 3 works should be executed in any GOVT/PSU/Autonomous.
- (iii) The agency having no prior experience working in government bodies and desires to be registered with THSTI, will be considered for execution of work upto Rs.25000/- per order till it fulfills the requirement as per clause – 1- (ii).
- (iv) The applicant should either be a manufacturer / authorized distributor/ stockiest /Authorized agency. An exception to this condition is provided for agencies desiring registration for Civil related works.
- (v) The applicant should have valid tax registration certificates to be uploaded.
- (vi) The applicant should not have been blacklisted by any Government organization (To be attached on their letter head)

Clause – 2). Procedure to fill online vendor registration application: -

- (i) The applicant has to login into the following link:- **<http://thsti.res.in/vrs/new/engg>**
- (ii) Before filling the online application the applicants are requested to keep the following documents ready :-
 - a. Copy of registration certificate.
 - b. Copy of Purchase/work orders or rate contracts as per clause - 1 (ii).
 - c. Copy of Chartered Accountant certificate indicating annual turnover of the company.
 - d. Copy of GST registration and PAN Card.
- (iii) The online application contains four(4) parts viz PART-1 for applicant's basic details, PART-2 financial details, PART-3 experience details and PART-4 pay online

fee & print. The applicants have to register themselves with valid company allotted email ID.

- (iv) On successful registration, the applicant will receive an auto-generated email containing a reference number and login details on registered email ID. Please note down the said reference number for future correspondence.
- (v) On receipt of login details, the online registration application can be filled.
- (vi) The application will be considered complete on receipt of the non-refundable online payment of Rs. 1000/-. Upon successful transition, the applicants are requested to take print of the final payment receipt and attach it with the online registration form along with all the documents. The complete set of all documents will needed to be submitted to THSTI.

NOTE:

1. THSTI, shall have the right to accept, or to reject any application received for registration without assigning any reasons therefore.
2. Registration in THSTI is not any assurance to be awarded the work/supply order. The order will be awarded on the basis of competitive rate, experience etc as per the works requirement.
3. The agencies who have already registered in THSTI (Purchase or other any division) and want to register for work matter should provide the detail as per clause - 1 in the same login THSTI ID and there is no need to submit the fees again.

Sd/-