

**Office of the Principal Controller of Defence Accounts (pensions),
Draupadi Ghat, Allahabad - 211014(UP)**

Notice no. EDP/46/LAN/VOL-IX

**NOTICE FOR INVITING APPLICATION TO REGISTER VENDORS AS APPROVED
SUPPLIERS FOR PROCUREMENT OF IT HARDWARE, SERVERS, NETWORKING
ITEMS AND THEIR MAINTANANCE**

1. Sealed Applications are invited from reputed firms by O/o the PCDA(P), Allahabad for enlistment as approved vendor for under-mentioned items/services:-

- a) Procurement of IT Hardware i.e. computers, printers, scanners etc. and Networking items.
- b) Maintenance of LAN (Local Area Network), WAN(Wide Area Network), all type of hardwares and servers.
- c) Software, Anti-virus & Computer Application.

2. The application format & the details of necessary documents to be submitted by firms along with their application are available at our office web-site www.pcdapension.nic.in.

3. In view of above, vendors are requested to send their application in the above prescribed format along with suitable documents as mentioned in our web-site duly sealed by 15th Sep.,2018 (1100 Hrs) at address given below.

Application will be rejected in case the required documents are not found enclosed with application.

The Group Officer (IT&S)
O/o the PCDA(Pensions)
Draupadi Ghat
Allahabad-211014(UP)
E-mail ID: pcdapedp.cgda@nic.in

Group Officer (IT&S)

The following documents along with application are required for registration of firms as approved vendor:-

- a) Application for Registration of suppliers as per the format all columns filled & signed on each page. Application can be downloaded from our website.
- b) Sales Tax registration/GST for item under consideration
- c) Pan Card/ TIN no. & latest IT return
- d) Registration under shop/factory Act
- e) SSI registration for the item under consideration: if registered as SSI unit
- f) Balance Sheets of last 2-3 years.
- g) Performance Certificate regarding satisfactory supply/ service from Government departments/PSUs/Organisations
- h) Documents in support of experience of supply/service
- i) Service Tax registration/GST for service provider
- j) Any other mandatory regulation
- k) Proprietorship/ partnership
- l) Authorisation Certificate, if any issued by OEM firms i.e. HP, Dell, Acer, Cisco etc. in favour of your firm for supply of IT Hardware's and Networking items viz. PC, Printers, Scanners, Servers, Switch etc.
- m) Banker & account details along with attestation of photograph & signature by the bank
- n) The above certificate documents should be duly attested by the authorised signatory of the firm.

APPLICATION

From:

M/S _____ (Name & complete address of the firm)

To:

The Group Officer (IT&S)
Office of the PCDA (Pensions)
Draupadi Ghat,
Allahabad-211014(UP)

Application for enlistment as Registered Supplier with the O/o PCDA (Pensions), Allahabad

Sir,

- 1) Reference Notice for inviting Applications for registration as approved suppliers for procurement of IT Hardwares i.e. Servers, computers, printers, scanners etc., networking items & their maintenance on the _____(website) on_____.
- 2) We are interested to register as an approved supplier/ firm for the following:-

Sl. No	Brief Description	Capacity/annual turnover

- 3) Name of the proprietor/ owner/ partner

- 4) Location of the office/business premises of the firm along with police station under whose jurisdiction the premises come

Phone no. with STD Code _____

Mobile no. _____ e-mail ID _____

5) Name & Address of the banker

6) Nature of business & items dealing in

7) GST no./ Tin no.

8) Registered with Director of Industries & Small Scale Industries as SSI:- YES/NO

9) We hereby enclosed the following documents duly countersigned by signing authority of the firm-

- a) Sales tax/GST Registration for the items under consideration. (attach copies)
- b) PAN Card and latest IT Return (Attach copy of Income Tax Clearance Certificate / return / PAN No.)
- c) Registration under shop /factory Act.
- d) SSI Registration for the items under consideration.
- e) Balance sheet of last three financial year.
- f) Performance statement/certificate & documents in support of experience of supply/service for last three years
- g) Service Tax/GST Registration for service provider
- h) Certificate, if any issued by OEM firms CISCO etc. in favour of your firm for supply of networking of items viz Switch etc. (for current year)
- i) Proprietorship partnership (attach copy of partnership deed or copy of Registration of Declaration of ownership under Indian Registration Act 1908 duly notarized)
- j) Bankers and account details along with attested photographs and signature by the Bank

Certified that the above information is true to best of my knowledge and I fully understand that I have no legal right to represent against non-registration since the Additional CDA (EDP)/Group officer is the sole authority to accept or reject any application without assigning any reason.

Place:

Date:

Signature of the authorized signatory

Seal of the firm