

## REGISTRATION OF FIRMS

1. Army College of Medical Sciences, New Delhi (ACMS) will be registering firms as vendors. Details of the College are as under:-

### S No Particulars Details

- (a) Profile of the Unit Army College of Medical Sciences is a Premier Medical College located in New Delhi. It has been established by Indian Army through Army Welfare Education Society.
- (b) Location : New Delhi
- (c) Address : Delhi Cantt, New Delhi-110 010
- (d) Phone : 011 2568 7644
- (e) Fax : 011 2569 3701
- (f) E mail : [www.tenders@theacms.in](mailto:www.tenders@theacms.in)
- (g) Website : [www.theacms.in](http://www.theacms.in)
- (h) Working Hours : 8.00 AM to 4.00 PM
- (j) Weekly Holiday : Sundays
- (k) Contact information in respect of Vendor Registration :
- (i) The Chief of Purchase : The Dean, Army College of Medical Sciences, New Delhi.
- (ii) The Chief of Accounts: The Registrar, Army College of Medical Sciences, New Delhi.
- (iii) The Chief of Stores and quality The Store In Charge and Heads acceptance concerned Departments.
- (l) Purchase process Tendering norms as per DPM are adhered to.
2. Details of major items / categories of items generally purchased and services offloaded are as per Appx "A".
3. Interested firms including stockists, dealers, (retail, wholesale/those authorised by OEMs) manufacturers may apply for registration as vendors with this College. The application form for the same is attached at **Appx "B"** alongwith checklist of documents to be attached with the application. A copy of the same is also available at Reception in ACMS Administrative Block.
4. **Application.** The 4-page application form ( **Appx "B"** ) may be downloaded and printed on one side of **legal size paper** , or may be obtained by hand from the Reception in ACMS Administrative Block. It has to be filled in and submitted as under:-
- (a) Alongwith a Demand Draft of Rs 3,000.00 (Rupees Three thousand only) non refundable registration fee in favour of "College Fund Account, ACMS" payable at New Delhi.
- (b) Should be enclosed in a sealed envelope marked as under :-

## "REGISTRATION OF FIRMS IN ACMS

### APPLICATION FOR GROUP/ CATEGORY OF ITEMS:

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- (c) Should be dropped in "Tenders" box at Reception by\_\_\_\_\_..
5. Firms will be registered for specific services.
6. Firms calling themselves "General Order Suppliers" will be rejected outright.

**MAJOR ITEMS / CATEGORIES OF ITEMS GENERALLY PURCHASED  
AND SERVICES OFFLOADED**

Ser	GROUP	CATEGORY / ITEM	PRE- QUALIFICATION	CRITERIA
1	BOOKS & JOURNALS	Medical textbooks	Stockists & dealers	
		Medical journals & magazines		
2	EQUIPMENT & REAGENTS	Equipment for laboratory & medical departments		
		Reagents		
3	PAPER & STATIONERY	J.K. Copier Paper 75 gsm	Stockist	
		J.K. Bond Paper		
		Scribbling Pads	Suppliers/ retail	dealers
		Registers & Note books		
		Folders & Files, Fiber Folders		
		Box Files, Flat Files		
		All other Office General Stationery		Stockist
		Items viz Pen, Pencil, Eraser etc		
4	PRINTING	Student Journals in English	Printers	
		Booklets in English		
		Clothlined Covers	Dealers & suppliers	
		Vouchers, Bills / Pads & Forms in English		
		Letterheads & Visiting Cards in English		
		Binding works		
5	ACRYLIC SHEETS	For printed boards		
6	BADGES & BANNERS			
7	BATTERIES	APC UPS Battery	Manufacturers /	
		D.G. Set (Generator) Battery		Authorized Dealers
8	FURNISHING ITEMS	Carpets	Stockists & Dealers	
		Curtains		
		Mattresses		
		Venetian Blinds		
		Bed linen material		
9	ELECTRICAL ITEMS	Tube Lights		
		CFL Lamps		
		Fans incl exhaust fans		
		Capacitors		
		Sockets, condensers, beadings etc		
10	HARDWARE, CIVIL, SANITARY ITEMS	For building maintenance. Plumbing and standard washroom sanitaryware		
11	NAME BOARDS	Brass, golden, plastic letters		
12	PVC FOLDERS & FILES	Clip boards, folders	Stockists & Dealers	
13	PLASTIC PRODUCTS	Mugs, Buckets, Waste Paper Basket/ Garbage bins		
14	MEMENTOES			
15	COMPUTER & PERIPHERALS	Monitor, Keyboards, mouse, wire/cords	Dealers approved by	OEMs
		Cartridges, Consumables Computer Stationery		
		Printer Heads/Repairs		
16	HORTICULTURAL ITEMS	Soil, sand	Dealers	
		Gardening Equipments		
17	CROCKERY, CUTLERY & GLASSWARES	For departments & students messes		

**MAJOR ITEMS / CATEGORIES OF ITEMS GENERALLY PURCHASED  
AND SERVICES OFFLOADED**

<b>Ser</b>	<b>GROUP</b>	<b>CATEGORY / ITEM</b>	<b>PRE- QUALIFICATION</b>	<b>CRITERIA</b>
18	FABRIC ITEMS	OT dresses, chappals, towels		
19	UNIFORM SUPPLIERS	Shirt/ trousers, blazers, tie/cravat		
20	HOUSEKEEPING ITEMS	Mops, dusters, chemicals etc		
21	AIR CONDITIONERS			Dealers approved by OEMs
22	ATTENDANCE RECORDING SYSTEM (BIOMETRIC)			Dealers
23	IT EQPT	Desktops	Dealers approved by Laptop Printers Software & Anti Virus UPS	OEMs
24	FIRE FIGHTING EXTINGUISHERS		Refilling / Servicing Dealers	
25	FURNITUR ES	Steel / Metal	Stockists & dealers, Wooden  Inbuilt furniture like almirahs	manufacturers preferred
26	INVERTERS			Dealers approved by OEMs
27	PRESENTATION EQUIPMENT		LCD Projector Conference Items LCD Wide Screen TV DVD Player Handicam Amplifier	
28	OFFICE EQP T	Paper shedder	Dealers approved by Photocopying machine	OEMs
29	HOME APPLIANCES	TV	Refrigerators Water coolers Hot and cold water dispensers Coffee & tea vending machines Water purifier for drinking	
30	SPORTS ITEMS	Outdoor & indoor sports & gymnasium equipment		Stockists & Dealers
31	SECURI TY ITEMS	CCTV cameras, recording, access control systems		

For ACMS Office Use

Application No: 2015/ .....  
Documents att ..... Cheque att .....  
Put up to Board of Officers/  
Rejected due to incomplete documents/ .....

Appx "B"

APPLICATION FORM FOR REGISTRATION OF FIRMS

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((\*)ATTACH DOCUMENTARY PROOF)

Ser	Item	Details
1.	<b>Name of firm</b>	
2.	<b>Address (*)</b>	
	(a) Head Office	
	(b) Branches	
3.	<b>Contact i nformation</b>	<b>Head Office</b> <span style="float:right"><b>Branches</b></span>
	(a) Telephone No	(*)
	(b) Fax No	
	(c) Cellphone No	
	(d) E-Mail	
4.	Name of <b>Police Station</b>	nearest to the business premises
5.	<b>Kind of Proprietorship *</b>	
(a)	If a <b>Limited Concern</b>	Name
	Name and Address of Directors and Managing Directors	Address
(b)	If <b>single owner</b>	Name
	Name and Address of the Proprietor & Manager if any	Address
(c)	If <b>partnership</b>	Name
	Name and addresses of partners	Address
(d)	Date of Opening	
6.	<b>Company profile</b>	(Attach)
7.	<b>Registration. (*)</b>	Is your firm registered under
(a)	The Indian Companies Act, 1965 (attach copy of memorandum and articles of Association)	YES/ NO
(b)	The Indian Partnership Act, 1932 (attach statement in register of firms showing names of partners)	YES/ NO
(c)	Indian Factories Act (Registration No & Date to be given)	YES/ NO
(d)	Any other Act (SPECIFY)	

Place : **Signature of Partners/Proprietors**  
Dated : **(With firm seal)**





## APPLICATION FORM FOR REGISTRATION OF FIRMS

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CHECKLIST OF SELF ATTESTED DOCUMENTS TO BE SUBMITTED  
ALONGWITH APPLICATION FORM

Ser	Name of document	Para of Application Form refers	Check
1.	Proof of address(es) given (MTNL telephone bill/ electricity bill/ rent agreement)	2 (a) & (b)	
2.	Telephone Bill (Landline)	3	
3.	Company profile	5	
4.	<b>Any one of 4 (a), (b) &amp; (c) below</b>		
	(a) Documentary evidence of Limited Concern	5 (a)	
	(b) Documentary evidence of Proprietorship if single owner	5 (b)	
	(c) Statement in register of firms showing names of partners if registered under The Indian Partnership Act, 1932)	5 (c), 7 (b)	
5.	<b>Any one of 5 (a) to (c) below</b>		
	(a) Copy of memorandum and articles of Association if registered under The Indian Companies Act, 1965	7 (a)	
	(b) Indian Factories Act (Registration No & Date to be given)	7 (c)	
	(c) Documentary evidence of registration under any other Act	7 (d)	
6.	<b>In case Distributor/Dealer , both 6 (a) &amp; (b) below</b>		
	(a) Letter of authority from Principal/ manufacturers as Dealer/Stockiest/Distributor	8 (a)	
	(b) Documentary proof of existing registrations with Defence/Civil/R & R Labs	8 (d)	
7.	<b>In case manufacturer, all mentioned at para 7 (a) to (f) below</b>		
	(a) Proof of address of manufacturing works/factory/factories	9 (a)	
	(b) Documentary evidence of ownership of manufacturing unit	9 (a)	
	(c) Factory profile	9 (b)	
	(d) Documentary evidence of registration under Indian Factories/Companies Act)	9 (c)	
	(e) Proof of testing of products (ISI/ ISO) if any	9 (f)	
	(f) Documentary proof of existing registrations with Defence/Civil/R & R Labs	9 (g)	
8.	PAN Card	10	
9.	Latest Income Tax Return	11	
10.	Copies of GST, CST Certificate	12	
11.	Copy of Delhi Govt License No.	13	
12.	Banker's Certificate	14	
13.	Balance Sheet for previous year	15	
14.	Demand Draft for Rs 3,000.00 (Rupees three thousand only) payable to 'College Fund Account, ACMS' New Delhi	Para 4 (a) of Notice	

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Place : Signature of Partners/Proprietors  
Dated : (With firm seal)