

ALL INDIA FOOTBALL FEDERATION
FOOTBALL HOUSE, SECTOR 19, DWARKA ,NEW DELHI 110075

EMPANELLENMENT OF VENDORS

The All India Football Federation, New Delhi is in the process of Empanelment of Vendors for the financial year 2021-22 for procurement of various types of services & goods generally required for official use. The suppliers/service providers/contractors and firms having sound financial background and requisite experience may register for any or more than one of the following services/supplies: -

- Office stationery including photocopying paper.
- Supply of Computers/Printers and Consumables for LaserJet printers, DVDs/CDs and Computers/Laptops/Printers' Inks /refills etc.
- Security Services.
- House Keeping services.
- Procurement, hiring and AMC of Office equipment, i.e., photocopiers, digital duplicators. EPABX & intercom systems.
- Printing of Books/Manuals/Annual Report, official forms, Certificates /ledgers, ID Cards, registers, lanyards etc.
- Supply & AMC of Air conditioners.
- Supply/repairs/AMC of CCTV systems.
- General Electricity items.
- Pest Control.
- Courier /Cargo handling services (both domestic and international).
- Clearing services for Imported goods.
- Provision of fully equipped Medical Ambulance.
- Provision of Supply of Medicines and medical equipment.
- Provision of Football Kit & Equipment including Referees Kit, Jerseys, Stockings, T Shirts, Bags etc
- Immigration/Visa /FRRO services.
- Supply of seasonal plants/flowers.
- Supply & repair of office furniture.
- Fire sensors & control systems.
- Civil nature works include minor Repairs of building/plumbing work.

2. Minimum eligibility criteria: - Suppliers intending registration in each of the above categories should full fill the following eligibility conditions: -

(a) Have experience of minimum of three years' service/supply of above mentioned items to various Government/Public Sector/Private organisations.(please attach proof of experience)

(b) Registration number with the GST, Income Tax, PF/ESI authorities to be quoted along with proof of Income Tax return filing for previous three assessment years as per rules of respective Tax regulation authorities.

(c) Those desiring registration for branded items e.g. HP consumables (cartridges/toners)/Laptops & Ink of photo copier Machines etc. should be authorized dealers of the manufacturers for such consumables. Proof of authorizations should be enclosed.

3. The firms / vendors registered with the DGS&D and having Rate Contract (RC) need not furnish the above details and will be considered for registration straight away on the basis of a copy of RC furnished by them.

4. The application for registration is enclosed with this letter.

5. The Empanelment will be effective for a period of one year from 1st Apr 2021 till 31st March 2022. **The registration on the approved list (empanelment) does not guarantee award of any contract/purchase order**

For General Secretary

Dated : 5th March 2021

Annexure-I

CONDITIONS OF REGISTRATION

1.The registration granted to the firms will be for conducting business with All India Football Federation only for the period 2021-22.

2.Registration will only be granted after verification of the particulars given by the vendor/Proprietor in the enclosed format and found correct and in-order by the Board of Officers constituted for this purpose.

3. Registered firms are to abide with the standard conditions of supply of stores as laid down by All India Football Federation .

4. It is obligatory on the part of the registered firms to keep All India Football Federation about the changes in their product specification or discontinuation of production/sales of any item /service for which they stand registered. This intimation is to be given within a period of 30 days from the date of such change/discontinuation.

5. Registered firms are to maintain absolute integrity, follow decent standard of business ethics and do nothing unbecoming of a registered supplier.

6. Fresh application with prescribed fee shall be required to be made after expiry of previous registration or for seeking additional registration/change of specification.

7.The registration on the approved list (empanelment) does not guarantee award of any contract/purchase order.

8.The approved vendors should be able to provide 15-30 days credit to AIFF.

9. The All India Football Federation has the right to add/delete any of the items and to amend any of the conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.

10.In view of the current Pandemics precautions all are requested to submit papers ON LINE by mail at aiff@the-aiff.com by 17th March 2021for Empanelment with Quotations/ Annual Contract Rate Lists for 2021- 22.

This information can also be downloaded from the AIFF Website www.the-aiff.com in the Miscellaneous section of the Documents Library.

For queries if any, please contact on E Mail aiff@the-aiff.com

ALL INDIA FOOTBALL FEDERATION

APPLICATION FORM FOR VENDOR REGISTRATION

1. VENDOR NAME:
2. PAYEE NAME (for Bank) :
3. ADDRESS :
POSTAL / ZIP Code :
City :
State :
4. Name of the Contact Person:

Contact Details : Telephone Nos : _____

Mobile No : _____

E Mail : _____

3. DATE OF INCORPORATION _____

**4. Type of Services _____
(attach relevant document)**

5. NATURE OF COMPANY (Tick) Proprietary/Partnership/Pvt Ltd/PSU

6. NATURE OF BUSINESS _____

**7. DETAILS OF CURRENT PRODUCTS AND SERVICES
(Attach details and literature)**

**8.DETAILS OF MAJOR TRANSACTIONS WITH GOVT/SEMI-GOVT/PSUs/
AUTONOMOUS BODIES DURING LAST THREE YEARS**

(Attach information in this regard)

**9. DETAILS OF REGISTRATION WITH
(Attach relevant copies of registration letters)**

- (a) NSIC/SSI
- (b) DGS&D

- (c) GST
- (d) PAN
- (e) TIN
- (f) WCT
- (g) PF
- (h) ESI

10. SERVICE FOR WHICH REGISTRATION REQUIRED

11. BANK/NEFT/RTGS Details :

Name of the Account Holder :

Bank Name :

Bank Branch ::

IFS Code

Account Number :

Account Type: Savings/Current (attach a copy of a Cancelled cheque)

12. DOES YOUR PRODUCTION /SERVICE FALLS UNDER VERIFICATION UNDER

(a) Cost Audit (Report) Rules 1968 _____

(b) Fire safety or explosive regulations _____

13. DETAILS OF MANPOWER EMPLOYED AS ON DATE ON FIRM'S PAYROLL

(a) Permanent _____

(b) Temporary _____

14. ATTACH COPIES OF DOCUMENTS FOR:

(a) Audited Balance sheet and Profit & Loss A/c for last THREE years.

(b) Income Tax Return acknowledgement for the last three years

(c) Relevant information with complete details about sister concerns/subsidiaries if any.

(d) Proof of registration with other Companies etc(if ,any).

Certified that I/we have gone through the conditions of the registration given in Annexure I and I/we understand and confirm that I/we fully comply with the same.

I/we agree that is incumbent on our part to comply with all existing laws/acts/statutes as applicable in our line of business and other provisions like taxes/registration/licenses. The above mentioned details provided by me/us are true and the onus for correctness lies on me/us. Any deliberate suppression of facts is liable to disqualification of my/our application.

(Signature of the Proprietor/ Authorised Signatory)

Place: _____ Seal of the firm

Date: March 2021