

DEFENCE SERVICES OFFICERS' INSTITUTE
DHAULA KUAN, NEW DELHI-110010

NOTICE

REGISTRATION FOR CONTRACTORS

1. Applications for registration of contractors for rate contracts of various items are invited by Defence Services Officer's Institute (DSOI), Dhaula Kuan, New Delhi - 110010 from reputed suppliers for the period from 01 Apr 2012 to 31 Mar 2015. List of items and documents required for registration are indicated below:-

(a) **Group - I Annual Order Value Rs. 10 Lakh above** Dry Ration, Chicken, Mutton, Milk Products, Fresh Fruits & Vegetables, Hiring of Tentage/Crockery and Cutlery & illumination, Vedi & Flowers, Coal, Ice Cream, Event Management, Fish and Sweets,

(b) **Group - II Annual Order Value Rs. 05 Lakh to Rs. 10 Lakh** Hiring of Music DJ Systems, Transportation, Chat Papri, Supply of Manpower, Packing Box & Paper Napkin, Tonic Water, Frozen Foods, Frill, Tandoori Labour/Table Sheets & Salad Decoration, Playing Cards, , and LPG Gas, Fuel(Diesel), Civil works.

(c) **Group - III Annual Order Value Rs. 01 Lakh to Rs. 05 Lakh** Paints & Hardware Material, Plumbing Material, Conservancy, Staff Uniform (Cloth Material), Linen, , Plastic Containers, Electrical Items, Computer & Office Stationery, Printing of Forms, Crockery & Cutlery, Namkin & Roasted Peanuts, Ice Slabs, Ice Cubes, Bread, Eggs, Beauty Parlour, Pest Control, Chicken Patty and Salvage .

(d) **Group - IV Annual Order Value upto Rs. 01 Lakh**
Building Material.

2. **List of Document** Registration is to be done by applying on company's Letter head to the Secretary DSOI along with following documents which are mandatory for registration of contractors:-

- (a) PAN and Income Tax Returns for the last three years, Last year's Return duly vetted and countersigned by Chartered Accountant.
- (b) Experience certificate in the field for the last three years.
- (c) VAT/ST/CST/TIN No and copy of Registration Certificate.
- (d) Bank statement for the last six months.
- (e) Non Refundable registration fee in the form of Demand Draft in favor of DSOI, Dhaula Kuan, New Delhi from Scheduled Banks as follows:-

Annual Order Value

Fee

- | | |
|--|--------------|
| (i) Annual Order Value above Rs. 10 Lakhs | - Rs. 4000/- |
| (ii) Annual order Value 05 Lakhs to Rs. 10 Lakhs | - Rs. 2000/- |
| (iii) Annual order Value 01 Lakh to Rs. 05 Lakhs | - Rs. 1000/- |
| (iv) Annual order Value upto Rs. 01 Lakh | - Rs. 200/- |

(f) Proof of Residence.

(g) Three photographs of the applicant and specimen signatures duly attested by Chartered Accountant/Gazetted Officer as per Performa.

(h) All documents submitted by the applicant must be signed and Ruber stamped.

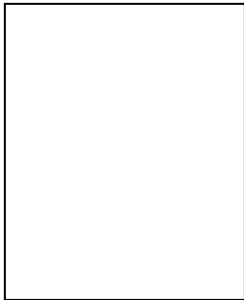
(j) **EPF & ESI registration for Manpower contract only.**

3. Last date for submission of application for registration **31 Dec 2011.**

4. All existing contractors whose registration has expired also need to revalidate their registration by submitting the above mentioned documents.

(KN Bhagat)
Cmde (Retd)
Secretary

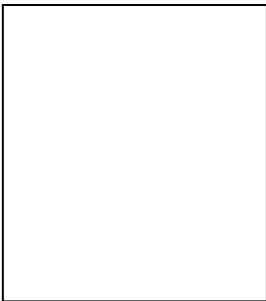
Performa: Specimen Signature & Photographs of the Contractor



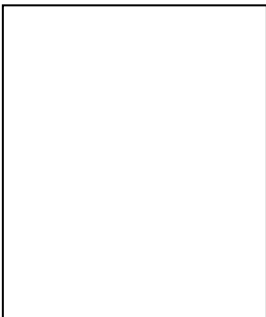
Signature _____

Name -----

Address -----



Signature _____



Signature _____

Signature Attested By:

Chartered Accountants
With official Seal

Place:

Date: