

## **NOTICE**

### **REGISTRATION OF POTENTIAL SUPPLIERS**

The Mahatma Gandhi Institute/Rabindranath Tagore Institute is compiling a list of potential suppliers, contractors, service providers and consultants who wish to be registered with the Institute to supply goods and services as follows:

- (a) Contractors for civil works duly registered with the Ministry of Public Infrastructure, Land Transport and Shipping.
- (b) Contractors for Minor Civil Works/Electrical Works duly registered as 'Job Contractor' with the Ministry of Public Infrastructure, Land Transport and Shipping.
- (c) Mechanical workshops for:
  - Panel Beating
  - Servicing and Repairs of Vehicles
- (d) Potential suppliers for goods and services as listed below:
  1. Advertising Services
  2. Air Conditioners – Supply of Air Conditioners, Servicing/Repair of Air Conditioners
  3. Air Tickets
  4. Aluminium Openings/works
  5. Artifacts relating to Indian Immigration period
  6. Audio Visual Equipment
  7. Blinds
  8. Bookshops
  9. Boots & Shoes, Gloves and raincoats
  10. Building/Construction Materials
  11. Cabinet Making Works
  12. Camera Surveillance
  13. Car Towing
  14. Catering Services
  15. Ceramic Tiles
  16. Cleaning Equipment
  17. Cleaning Materials (Toilet Papers, Garbage Plastic bags, detergents)
  18. Collection and Disposal of Sanitary Towels
  19. Computer Consumables
  20. Computer Accessories

21. Computer Software
22. Construction/Upgrading of Buildings, Roads, Drains (with Precast Concrete Slabs), Kerbs, Green Spaces
23. Consultancy Services
  - Insurance
  - Mechanical & Electrical Engineers– for replacement of Air Conditioning Plant of MGI Auditorium
  - Structural & Civil Engineers
  - Architects
  - Quantity Surveyor
  - Land Surveyor
24. Costumes for Cultural Programmes
25. Curtains (materials & fittings)
26. Documents (original or copies relating to Indian Immigration period)
27. Earth Moving and Land Improvement
28. Electrical Materials/Electrical Works
29. Electrical/Electronic Equipment/Appliances and Accessories
30. Envelopes (Manufacturers & Suppliers)
31. Erection(s) of Podium, Tents and Decorations
32. Fencing Works
33. Fire Protection Equipment and servicing of same
34. Fixing of Benches (Wooden and Metal)
35. Flooring Laminated
36. Hire of Equipment – Bell Loader/Excavator/Taxi Lorries/Buses
37. Insurance: Motor Vehicles
  - Fire & Allied Perils – Material Damage
  - Public Liability
  - Employers Liability/Workmen’s Compensation
  - Group Personal Accident – Staff
  - Group Personal Accident – Students
  - All Risks
  - Electronic Equipment
  - Machinery Breakdown
  - Fidelity Guarantee
  - Money
38. IT Equipment (Printers, PCs, Laptops, Servers, Scanners etc)
39. Laboratory Equipment/Chemicals for Secondary Schools
40. Masonry and Concrete Works
41. Mechanical and Electrical Repairs and Maintenance
42. Medals, Cups, Trophies and Shields
43. Metal Cupboard/Filing Cabinets

44. Metal Works and Iron Mongery
45. Musical Instruments and Accessories
46. Outdoor Public Address Equipment and Sound System
47. Office Furniture (Tables, Chairs, Computer Tables, White Boards, Display Boards, School Desk, Chairs, Library Furniture, Shelves, Library Tables etc)
48. Painting Works
49. Paints
50. Partitioning and False Ceiling
51. Pest and Rodent Control
52. Pesticides and Herbicides
53. Photocopy Machines
54. Photo Lamination
55. Plastic Chairs and Tables
56. Printing of Documents, Cards, Posters, Colour Separation etc
57. Printing Materials (Offset ink, toners, Bristol/covering paper, printing solutions)
58. Recording – Inspection/Verification of Machinery at the Mahatma Gandhi Institute
59. Recording of Music
60. Replacement of Air Conditioning Plant of MGI Auditorium
61. Sign Boards, Sign Plates and Nameplates
62. Sports Equipment
63. Sanitary Wares
64. Stationery (Papers – A4, A3, A4 Colour paper, Pens, Pencils, Box Files, Pack Files, Pocket Files, Spiral Files, Diaries etc)
65. Timber
66. Tyres for Motor Vehicles
67. Uniforms, Clothing and Protective Equipment
68. Water tanks
69. Waterproofing works

Interested parties are kindly requested to note the following:

1. A copy of a Trade Fee receipt should be submitted along with the SUPPLIER REGISTRATION FORM which can be downloaded from the website.
2. No price of the materials/services should be submitted at this stage.
3. The attention of applicants is being drawn to the fact that registration does not mean that the Institutes have any contractual obligation towards them and does not entitle them to become exclusive providers of goods and services. The Institute reserves the right to look for alternative suppliers/contractors, whenever it deems necessary to do so.

4. The SUPPLIER REGISTRATION FORM should be addressed to the Director (MGI) & Officer-in-Charge (MGI & RTI), Mahatma Gandhi Institute and must be deposited in the Quotation Box No. 3 located at SMAS Building, Mahatma Gandhi Institute, Moka **not later than 14.00 hrs on Tuesday 13 March 2012**. Forms received after the prescribed date shall not be considered.

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21.02.12