

SPORTS AUTHORITY OF INDIA – NERC Imphal

Vendor Registration for Works (Civil / Electrical / Mechanical / Interior/ Horticulture/Landscaping Works)

Sports Authority of India (SAI), North Eastern Regional Centre, Imphal invites **online/ offline applications** from bona fide and competent Agencies/Contractors to enlist in SAI's vendor database for limited tender enquiries. Details of the process are as follows:

- **Categories:**
- *Civil Works* (e.g. building, roads, water supply)
- *Electrical Works* (e.g. wiring, lighting, DG sets)
- *Interior / Furnishing Works* (e.g. furnishing, partitions, painting)
- *Mechanical Works* (e.g. plumbing, HVAC, equipment)
- *Horticulture/Landscaping Works*

Eligibility:

- Agency must be registered in India (sole proprietor, partnership, LLP, Pvt Ltd, etc.).
- Must have valid *GSTIN, PAN*, and bank account.
- Should have prior experience in similar works (preferably in Government or reputed projects).
- Submit **following documents** (self-attested):
 - Copy of GST Registration certificate.
 - Copy of PAN card.
 - Company profile and proof of business (certificate of incorporation, partnership deed, etc.).
 - Details of experience: copies of work orders/completion certificates for relevant works.
 - Audited balance sheets or financial statements (last 3 years).
 - Any other statutory certifications (e.g. EPF, ESI registration if applicable).
- **How to Apply:**
- Download the *Application Form* from SAI NERC Imphal website (or collect from office). Fill it out completely.
- Attach the above documents.
- Submit the application via email to **rcimphal-sai@nic.in** (or by post to SAI NERC Imphal, Takeypat, Imphal West, Manipur– 795001).
- There is **no registration fee**. Applications are accepted on a rolling basis and will be reviewed within 15 days of receipt.

- **Important Notes:**

- Inclusion in the vendor list is *non-transferable* and does not guarantee award of any work. Awards will be made through open competition as per extant rules (Limited Tender Enquiry).
- Registered firms will be invited to quote in future LTEs (₹5–₹50 lakh) for which they qualify.
- Firms not responding to tenders or found non-performing may be removed from the list.
- For queries, contact Procurement Officer at rcimphal-sai@nic.in.

By order,

Regional Director, SAI NERC Imphal

Vendor Registration Form

1. **Firm/Agency Name:** _____
2. **Address:** _____
City / State / PIN: _____
3. **Contact Person:** _____
Mobile / Phone: ___ **Email:** ___
4. **Legal Status:** (✓ one) Proprietorship Partnership LLP Pvt Ltd Others
(specify) _____
5. **GSTIN:** _____
PAN: _____
6. **Category of Works Applied For:** (check all that apply)
7. Civil Works Electrical Works Mechanical Works Interior/Furnishing
Horticulture/Nursery Works
8. **Proposed Tendering Class:** (for each category tick one class)

| Category | Class V (≤ ₹40L) | Class IV (≤ ₹1.3Cr) | Class III (≤ ₹3Cr) | Class II (≤ ₹5Cr) |
|--------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Civil Works | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Electrical Works | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mechanical Works | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interior Works | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Horticulture/Landscaping Works | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

1. **Experience:** List major relevant projects completed in last 5 years (attach separate sheet if needed).

| Project Name & Location | Client/ Employer | Contract Value (₹) | Year of Completion |
|-------------------------|------------------|--------------------|--------------------|
| | | | |

1. **Bank Details:** (for reference)
Name of Bank: ___ **A/C No.:** _ **IFSC Code:** _
2. **Enclosures:** (tick all that are attached)
3. Copy of GST Registration
4. Copy of PAN Card
5. Copy of Certificate of Incorporation/ Partnership Deed
6. Work Order(s) / Completion Certificate(s)

- 7. Last 3 years' Financial Statements / Balance Sheets
- 8. Any other relevant documents (specify): _____

9. **Declaration:**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We agree to comply with all procurement rules and conditions, and understand that inclusion in the vendor list is subject to subsequent verification.

Name & Signature of Authorized Person: _____

Designation: _____ **Date:** ____/____/_____

(Office Seal)