

**MAJOR ITEMS / CATEGORIES OF ITEMS GENERALLY PURCHASED**
**I. REVENUE ITEMS**

SL.NO.	GROUP	CATEGORY / ITEM	PRE-QUALIFICATION CRITERIA
<b>1</b>	<b>OFFICE STATIONERY</b>		
a.	Paper	J.K. Copier Paper 75 gsm	Stockiest / Authorized Dealers.
		J.K. Bond Paper	
b.	Art Cards	Different colours	
c.	Scribbling Pads		
d.	Registers & Note books		
e.	Folders & Files	Fiber Folders, Box Files, Flat Files	
f.	All other Office General Stationery Items	Pen, Pencil, Eraser etc.,	
<b>2.</b>	<b>PRINTING ITEMS</b>		
a.	Annual Reports	Hindi & English	Who are doing for CPSUs in Hindi and English
b.	Covers with different sizes	Maplitho, Kraft, Clothlined Covers	Manufacturer
c.	Vouchers, Bills / Pads & Forms	Hindi & English	
d.	Letterheads & Visiting Cards	Hindi & English	
e.	Binding works		
f.	House Journal/Magazines	Hindi & English	
<b>3.</b>	<b>ACRYLIC SHEETS</b>	Imported	
<b>4.</b>	<b>BADGES &amp; BANNERS</b>	Hindi and English	
<b>5.</b>	<b>BATTERIES</b>		Manufacturers / Authorized Dealers
a.	Car Battery		
b.	APC UPS Battery		
c.	D.G. Set (Generator) Battery		

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SL.NO.	GROUP	CATEGORY / ITEM	PRE-QUALIFICATION CRITERIA
6.	<b>BOOKS &amp; PERIODICALS</b>		
7.	<b>CALCULATORS</b>		
8.	<b>FURNISHING ITEMS</b>		
a.	Carpets		
b.	Curtains		
c.	Mattress		
9.	<b>ELECTRICAL ITEMS</b>		
a.	Tube Lights		
b.	CFL Lamps		
c.	Electronic Ballasts		
d.	All other electrical items		
10.	<b>GIFT ITEMS</b>		
11.	<b>GLASS-WARES &amp; CROCKERIES</b>		
12.	<b>GREETING CARDS</b>	Seasonal & New Year	
13.	<b>HARDWARE, CIVIL, SANITARY ITEMS ETC.</b>		
14.	<b>NAME BOARDS</b>	Kannada, Hindi & English	
a.	Brass		
b.	Golden		
c.	Plastic Letters		
15.	<b>PVC / PLASTIC FOLDERS AND FILES</b>	Clip Files, Folders, etc.,	Manufacturers only.
16.	<b>PLASTIC PRODUCTS</b>	Mugs, Buckets, Waste Paper Basket etc.	

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SL.NO.	GROUP	CATEGORY / ITEM	PRE-QUALIFICATION CRITERIA
17.	<b>SERVICE MEMENTOS</b>		
18.	<b>SUNPOWER FILMS, VENETIAN BLINDS</b>		
19.	<b>SURGICAL ITEMS</b>		
20.	<b>TABLE TOP GLASS</b>		
21.	<b>TYRES &amp; TUBES</b>		
22.	<b>COMPUTER PERIPHERALS</b>		
a.	Cartridges		
b.	Consumables		
c.	Computer Stationery		
d.	Printer Heads/Repairs		
23.	<b>HORTICULTURAL ITEMS</b>		
a.	Manures		
b.	Red Earth		
c.	Gardening Equipments		

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**II. CAPITAL ITEMS**

SL.NO.	GROUP	CATEGORY / ITEM	PRE-QUALIFICATION CRITERIA
24.	<b>AIR CONDITIONERS</b>		
25.	<b>ATTENDANCERECORDING SYSTEM (BIOMETRIC)</b>		
26.	<b>IT RELATED ITEMS</b>		
a.	Desktops		
b.	Laptop		
c.	Printers		
d.	Software & Anti Virus		
27.	<b>FAX MACHINES</b>		
28.	<b>FIRE FIGHTING EXTINGUISHERS</b>		
a.	Refilling / Servicing		
29.	<b>FURNITURES</b>		
a.	Steel / Metal		
b.	Wooden		
30.	<b>INVERTERS</b>		
31.	<b>LETTERS FIXOGRAPHES</b>		
32.	<b>PRESENTATION EQUIPMENTS</b>		
a.	LCD Projector		
b.	Conference Items		
c.	LCD Wide Screen TV		
d.	DVD Player		
e.	Handicam		
f.	Amplifier		

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SL.NO.	GROUP	CATEGORY / ITEM	PRE-QUALIFICATION CRITERIA
33.	<b>MOBILE HAND SET</b>		
34.	<b>PAPER SHEDDER</b>		
35.	<b>PHOTOCOPYING MACHINE</b>	Rental / Buying	
36.	<b>HOME APPLIANCES</b>	TV, Refrigerators, etc.	
37.	<b>UPS FOR COMPUTERS</b>		
38.	<b>WATER PURIFIER</b>	Drinking	
39.	<b>WEIGHING MACHINE</b>	For Posts/Parcels	
40.	<b>SPORTS ITEMS</b>		
41.	<b>BRIEF CASES</b>	VIP, SAMSONITE, ARISTOCRATE	
42.	<b>SECURITY ITEMS</b>		
a.	Hand held metal detector		
b.	Metal Detector Door		
c.	Alarm Systems.		

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**III. SERVICE CONTRACTS :**

<b>SL.NO.</b>	<b>GROUP</b>	<b>CATEGORY / ITEM</b>	<b>PRE-QUALIFICATION CRITERIA</b>
<b>43.</b>	<b>ANNUAL MAINTENANCE SERVICE CONTRACTS</b>		
a.	Computers & Peripherals	Desktops, Laptops, Printers, Servers & Scanners	Doing for CPSU's & Central Govt. Offices.
b.	Licenses	Software / Anti-virus	
c.	Punching Machine-Manual	Escol Attendance Time Recorder	
d.	Fax Machines	Panasonic, Brother, Modi	
e.	Franking Machine	Kores	
f.	UPSs connected to PC	APC	
g.	Building & Garden Maintenance	House Keeping / Maintenance of Building	Doing for CPSU's & Central Govt. Offices & MNC Companies.
h.	AC Plant	240 Ton Capacity AC Plant	
i.	Hiring of Taxies	On Monthly, Daily & Casual Basis.	Reputed & Established Travel Agencies based at B'lore
j.	Pest Control	Disinfected & Rodant Control Treatment	
k.	Caterers / Canteen	Coffee/Tea/Snacks/Lunch for 500 employees approx.	Experienced / Financially sound Canteen Caterers.
l.	Packers & Movers	Local / National	Reputed Movers.
m.	Florist		
n.	Agencies for Booking Tickets for Bus/Train/Air Travel – Both Domastic & International		
<b>44.</b>	<b>REPAIR / SERVICE</b>		
a.	Manual Typewriter	Facit / Halda	
b.	D.G. Set – KT 1150 Kirloskar	320 KVA	
c.	Carpet Cleaning		
d.	Upholstery/Furniture Repair		

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SL.NO.	GROUP	PRE-QUALIFICATION CRITERIA	
45.	SECURITY SERVICES	1.	The Security Agency should have Turnover of above Rs.60 Lakhs annually in the last Three Years (Certified Copies of 3 Years Balance Sheet to be enclosed).
		2.	Security Agency should have more than 5 Years Line experience.
		3.	Agency should have served / serving to 5 Major Clients by providing not less than 35 Security Personnel at one stretch to specified Category of Clients in last 5 years. (CPSUs/State PSU's, Central Govt. Organization, Autonomous Institutions, highly reputed private Organizations / MNCs, etc). Copies of such work Orders only to be enclosed, wherein, 35 Security Personnel have been provided at one stretch).
		4.	The Agency should have PF Code. No. ESI Registration No. allotted by the respective local statutory authority. Photocopies of the same to be enclosed.
		5.	Agency should have PAN/TAN No. Service Tax Registration No. should be an Income Tax and Service Tax Payee. Copies of 3 Years IT Returns and GST paid Challan to be enclosed.
		6.	Agency should be registered under Company's Act 1956 and Shops & Commercial Establishment Act. Xerox Copies to be enclosed.
		7.	Agency having Head Office in Bangalore may be preferred for operational convenience.
46.	COURIER SERVICES	1.	The Courier Agency should have a minimum Annual Turnover of Rs.25.00 Lakhs.
		2.	The Agency should have a minimum period of 5 years of business line experience.
		3.	Agency should have served / serving to 5 major Institutional Clients in the last 3 years. Copies of Institutional Work Orders where the Billing amount is more than Rs.5,000/- Per Month only to be enclosed.
		4.	The Courier Agency should be Income Tax and Service Tax Payee. Copies of IT PAN Card No. and Service Tax Registration No. to be enclosed.
		5.	The Courier Agency should be Registered under Companies Act – 1956 / Under Shop & Commercial Establishment Act. Documentary proof to be enclosed.
		6.	Agency should have not less than 250 Branches in all over India, locating in District Head Quarters, all main Cities and State Capitals of India and should have wide distribution / Collection Network. The brochure containing locational address with phone / fax numbers and e-mail ID to be enclosed.

**VENDOR REGISTRATION FORMAT**

<b>SL.NO.</b>	<b>PARTICULARS</b>	<b>DETAILS</b>
1.	a) Name of Address of the Vendor	
	b) Please specify whether you are: Manufacturer / Manufacturer's Authorized Distributor / Authorized Dealer / Stockiest (In case of manufacturer, please specify address of Works / Office if any)	
	c) Telephone No.	
	d) Fax No.	
	e) E-mail ID	
	f) Company profile (please enclose)	
	g) Turnover of the Company for the past three years	
	h) Bankers details	
2.	Quality system implemented – ISO 9000 / QS 2000 etc.	
3.	Name, Address & Tel No. of the Owner / Proprietor	
4.	Details of HMT Employees having financial interest in the Unit	
5.	Central Excise Range / Division to which the Unit belongs	
6.	Sales Tax Regn. No. – Central & State	
7.	Registration No. (SSI etc.)	
8.	Details of products offered. Please enclose product catalogue	
9.	Details of Machinery / facilities available	
10.	Details of inspection / testing facility	
11.	Manpower / Organization Structure	
12.	Details of your major customers	
13.	Are you exporting Products / Services? If so, please furnish details of exports for past 3 years	
14.	Are you supplying to any other Units of HMT and if so, give details of the Units	
15.	Do you have your authorized dealers / service centers, if so, please furnish the details of network of your Authorized Dealers / Service Centers in India	

Declaration : I / We declare that the details given above are true and correct.

Place :  
Date

Signature of Authorized Person  
With Company Seal