

GANPAT UNIVERSITY-IT DEPARTMENT

(GNU-IT)

VENDOR GUIDELINES

1. Applicants who are interested in registration with Ganpat University-IT Department(GNU-IT) for supply of IT Items/Services shall fill up registration form and send to the concerned authority of Ganpat University. Form is available at www.ganpatuniversity.ac.in ->GNU-IT->Vendors link.
2. Vendors who fulfil the requirements shall indicate the IT Items/Services for which they intend to register along with short and other details indicated in the appropriate place provided in respective form.
3. Applicants shall ensure that the application is complete in all respect with supporting documents as required failing which the application may not be considered.
4. The filled in application form shall be duly signed and stamped at respective page.
5. On scrutiny of Vendors application, based on the details / documents furnished, further assessment shall be done by inspecting their facilities and infrastructure available either by Ganpat University or its authorized representatives, if considered necessary.
6. Vendor who fulfils the criteria required for registration shall be allotted registration number and their name would be kept in the “Approved Vendor List”.
7. Registration shall be valid for a period of two years.
8. Ganpat University reserves its right to short list vendors from its “Approved Vendor List” for regular issue of purchase enquiries, add new vendors into “Approved Vendor List” through periodic updates, invite open tenders even if list of registered vendors is available.
9. In case of unsatisfactory orders execution on account of quality, Vendor’s firm shall be put in the Black List/ Disapproved/Less Preferred List as per the decision taken by IT Committee of Ganpat University.
10. Registration will be cancelled at any time if the firm does not respond to our enquiries continuously for three or more times. They will be informed their cancellation of registration by mail. They or their subsidiary will not apply for Vendor Registration for next three years from their cancellation of registration.
11. Vendor can be black listed in case of any fraud or cheating to the organization(i.e. supplying duplicate quality of material) . IT Core Committee will take this decision collectively and the respective vendor will be informed by mail. Information related to black listed vendor will be put on our web site. Black listed vendor in future will not be entertained by Ganpat University or it’s associated bodies.
12. Ganpat University reserves the right to cancel the registration process without assigning any reasons.
13. The vendor must not offer any type of gift by any mean to the IT Committee members or employees of the organization for influencing purpose. Offering of the gift by any mean would lead to cancellation of their registration
14. If any IT Committee member or employee of the organization demands any type of gift by any mean , you must report of this incident to higher authority /management of organization by concrete proof. A strong action must be taken against the culprits.
15. If you agree by the terms you can fill the registration form complete in all respect with all required documents and submit the form in hard copy at the address given in the registration form.
16. Your feedback in this regard always welcomed at itsupport@ganpatuniversity.ac.in

By S/D
Officer(Information Technology)
Ganpat University