



Maharashtra National Law University

Near Village Waranga, PO: Dongargaon (Butibori), Nagpur 441108 Maharashtra, India
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PROCEDURE FOR VENDOR EMPANELMENT

EMPANELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR VARIOUS GOODS AND SERVICES

Maharashtra National Law University (MNLU), Nagpur was established by the Government of Maharashtra in 2014. The university is an academic community striving for excellence and holistic development to contribute meaningfully to society. It aims to produce socially responsible and accountable legal professionals. To realize this vision, the university, through its centers, works to develop legal and intellectual acumen within its academic community, fostering a confident and critical outlook towards the profession and society.

1. Introduction and Authority:

Maharashtra National Law University Nagpur (MNLU Nagpur) invites applications in the prescribed format from reputed, experienced, and competent suppliers/vendors for Empanelment for the supply of various goods and for various services for the University's official use for period of 1 year, extendable at the option of the University.

Schedule	Date
Release of Empanelment Document	March 06, 2026
Last date of submission	April 06, 2026, 3:00 p.m.

2. Empanelment / Registration Procedure:

- 2.1. The applicant should clearly read all the pages of the document.
- 2.2. Correct / relevant information / data have to be furnished by the vendors.
- 2.3. The applicant should make sure before applying for a particular type of category, that the vendor / service provider has the required eligibility criteria & experience for that category of work / item.
- 2.4. Service providers / suppliers shall have to fill and submit the registration form along with required documents to The Registrar, Maharashtra National Law University, Near Village Waranga, PO: Dongargaon (Butibori), Nagpur 441108 Maharashtra, India.
- 2.5. Applications incomplete in any respect, viz non-submission of any required documents or information may be rejected.
- 2.6. The sealed envelope containing the registration form, documents should be clearly super scribed on the top of the envelope as "APPLICATION FOR VENDOR REGISTRATION/EMAPANELMENT FOR_CODE NO._ (1 to 19)". (Eg. Stationary, Code No.1)

- 2.7. Vendors / firms registered with DGS&D and NSIC may submit their registration certificate along with other certified documents.
- 2.8. The following essential documents (whichever is applicable) should accompany with the registration form:
- 2.8.1. CST / VAT / TIN No. /GST
 - 2.8.2. Trade License / Factory License.
 - 2.8.3. Income Tax / Permanent Account No.
 - 2.8.4. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
 - 2.8.5. Registration Certificates with DGS&D (if available).
 - 2.8.6. Current dealership agreement if any (if available).
 - 2.8.7. Annual Turnover should not be less than ₹ 05 lakhs in anyone of last 3 Financial Years Copy of audited accounts should be submitted.
 - 2.8.8. IT Returns for last 03 years- relevant documents to be submitted.
 - 2.8.9. Bank Details.
 - 2.8.10. Relevant ISO certificates.
 - 2.8.11. A notarized affidavit that the vendor hasn't been black listed by any institution of the Central / State Govt. / any PSU, University, Institute etc., in the past three years.
 - 2.8.12. On receipt of the registration form along with the requisite documents as mentioned above and after scrutiny the firm/ supplier will be registered.
 - 2.8.13. The firm will be considered for registration / empanelment for an initial period of one year which may be extended from time to time at the option of the University.
 - 2.8.14. Though offer duration will be of 1 years, however the university, if not satisfied with the performance of any vendor / service provider empaneled member, may delete such member from the list of empanelment.
 - 2.8.15. The firm should have an office / representative and with state-art infrastructure and manpower / creative personnel / department in Nagpur (enclose organizational structure)
 - 2.8.16. Attested copy of Drug license in specified form issued by competent Drug control authority.

After getting all the required information & documents from the applicant, the registration number will be issued to the eligible vendor/ service provider with the following details:

- (a) Registration No.
- (b) Category No. along with description

Sign. & Seal _____

3. Category – Wise List of Items / Work

Code No.	Category	Particular / Name of Item
1.	Stationery	Office stationery, class room stationery office supplies such as files, folders, registers, notepads, diaries, pens, pencils, markers, staplers, clips, adhesives, and paper products including A4/A3 sheets, bond paper, ruled paper, legal pads, and chart paper. as well as packaging materials such as envelopes, parcel boxes, and tapes, along with any other items generally classified as office stationery. etc.
2.	IT / Computer peripherals	Computer, Laptop, Hard Disk, VGA cable, HDMI cable, Mouse, Printers, UPS, Projector, Pen drive, LED/ LCD/ Smart TVs and professional commercial panels, along with installation infrastructure like mounts, brackets, cables, connectors, and professional services, as well as system components and accessories including streaming devices, Remotes, Audio systems, Protective items, and replacement parts etc.
3.	Furniture	Office Furniture, Computer Furniture, Hostel Furniture, Almirah, Cabinet, Display Board etc.
4.	Refrigerators, A.C., and other Electrical equipment	Split AC, Air-cooler, Water Cooler, Water Purifier, Refrigerator, Washing machine, Vacuum cleaner and other Electrical Items instrument / equipment.
5.	Sports material	All Sports material / items, Fitness Kit/ Gymnasium etc.
6.	Printing	Signage's, Banners, Flex, Stamp (Hindi, English or bilingual) Binding, Plastic Name Boards, Cover design, composing, offset printing, screen printing, digital printing, letter press printing, printing of annual report, information brochure, newsletter, answer books, visiting cards, invitation cards, forms, posters, letter heads, ledgers, registers etc. all above work in Hindi, English or bilingual / Marathi. Sign Board, Stand etc.
7.	Fire Extinguisher	Dry powder type, water CO2 type, Mechanical foam type, CO2 type etc.
8.	Housekeeping items and Sanitary Items	Phenyl, R2, R4, surf, harpic, acid, dust pan, brooms, naphthalene balls etc. Chappals, Brooms, Brushes, Soap chips, Phenyl, Botha for mopping, Bucket, Mug, Grass Mat, cleaning powder, Baby Soap, Candle, Match Box, Bath Soap, Lock, Batteries, (Cell), Dust-bins of various sizes.
9.	Repair & Maintenances	a) Furniture & fixtures etc. b) Air-conditioners, water cooler, aqua-guards, air coolers, ceiling & wall mounting fans, dust tray, mug, bucket etc.
10.	Electrical, Carpentry, Plumbing & Hardware & Accessories	Fan (ceiling/table/wall), water heater, inverters, generators, lamps & lighting fixture, decorative lamps, voltage meter, stabilizer, LED lights, plugs, switches, wire/ cable, electric

		fitting/ accessories, Drill machines, pipes, hammers, Door closer, inch-tape, Sanitary items etc. Conductors, cables, conduits, distribution gear like breakers, boards, switches, sockets, lighting systems, fans, fittings, junction boxes, cable glands, mounting hardware, and consumables like insulation tape, solder, and contact cleaner.
11.	Software & IT Hardware	Software Computer & Server and related hardware/printers, Xerox Cartridge Toners etc. LCD Projector, Mike, Speaker, Anti virus.
12.	Linen/ Laundry items	All type linen items purchase and maintenance
13.	Travel Services	Air ticket booking and local / outstation taxi rentals.
14.	Event Management	Setup for moots, convocation, and cultural fests (Stage, Audio / Visual).
15.	Xerox / Photocopy Machine, Printer and Annual Maintenance of Xerox Machine, Printers and Computers (AMC)	<p>"Xerox/Photocopy Machines and Printers, along with Annual Maintenance Contract (AMC) Services for Xerox Machines, Printers, and Computers." refers to lifecycle management contracts that provide preventive and corrective maintenance, technical support, genuine spare parts, and software updates to ensure device reliability. It includes comprehensive AMCs covering all parts and consumables, non-comprehensive AMCs covering only labor, and Xerox's Full-Service Maintenance Agreement (FSMA) billed on a per-copy basis.</p> <p>HP/ Samsung/ Canon, Ricoh & other. Consumables like ink cartridges, toner, paper, labels, and ribbons, together with support services such as installation, configuration and maintenance, repair, and annual maintenance contracts of same.</p>
16.	Video and Photography	Moving visuals like films, livestreams, and time-lapse recordings, as well as still visuals such as photographs and images, across all technical formats and asset types. entire production workflow, distribution channels, commercial and functional uses, and is technology-agnostic, applying to all capture devices and future visual technologies.
17.	Medicine purchase	Branded and generic medicines, vaccines, therapeutic substances, and healthcare products.
18.	Tea, Coffee and Allied Materials	Tea, coffee, premixes, dairy and non-dairy provisions, sweeteners, flavor enhancers, consumables, serving ware, and vending machine support.
19.	Civil Work Maintenance	For the purpose of this empanelment, "Civil Work Maintenance" includes preventive upkeep, fault rectification, supply of parts and accessories, installation, commissioning, training, modernization, and compliance with safety standards. It also covers documentation, reporting, and administrative duties to ensure proper maintenance, safety, and operational efficiency.

**Note: - MNLU, Nagpur, reserves all righty to modify or add delete any item/goods in any of the categories as per requirement of the University.
The University also reserves all rights to add or delete any of the categories.**

4. Terms & conditions for Vendor Registration/ Empanelment as a Supplier / Service provider

4.1 The registration only qualifies empanelment of a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is registered/empaneled. However, this will not give any claim to the party for award of work/purchase order.

4.2 MNLU, NAGPUR, reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of MNLU, NAGPUR, in respect of registration of parties for various categories of work/item shall be final & binding on all concerned registered firms/vendors in the panel of MNLU, NAGPUR.

4.3 Vendors once empaneled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of MNLU, NAGPUR and keep the Institute informed of new products / developments / innovate ideas that shall help reduce the cost and improve quality, reliability etc.

4.4 This document is treated as a valid contract between MNLU, NAGPUR and Vendor, and adherence to all aspects of fair-trade practices in executing the purchase orders /work orders placed by MNLU, NAGPUR from time to time during the registration period.

4.5 In case empaneled vendor is found in breach of any terms & conditions of MNLU, NAGPUR or supply / work order, at any stage during the course of supply / installation or warranty period, the legal action as per rules / laws, may be initiated against the vendor and EMD / Security Deposits shall be forfeited by MNLU, NAGPUR besides debarring and blacklisting the vendor concerned for at least three years, for further dealings with MNLU, NAGPUR

4.6 The vendor should not assign or sublet the empanelment or any part of it to anyone else in any form. Failure to do so shall result in termination of empanelment.

4.7 All registered firms are expected to maintain absolute integrity, follow a descent standard of business ethics and do nothing unbecoming of a register supplier.

4.8 The MNLU , N A G P U R has all the rights to add / delete / alter any of the items and to amend / add any of the terms and conditions included in the registration granted to firms with effect from any date, without assigning any reasons for the same.

4.9 The MNLU , N A G P U R has all the powers to blacklist a firm after giving reasonable opportunity for defense.

4.10 After receipt of goods/services in satisfactory conditions, by the MNLU Nagpur, the vendor/service provider shall submit the bills for payment which will be processed by the University within 15 working days.

4.11 The medicines expired or expiring in next 3 month will be replaced by the vendor within the time stipulated by the University.

4.12 Goods / Services will be check on delivery and if found unsatisfactory, the same need to be replaced by the vendor within the time stipulated by the university at no extra cost.

4.13 No transportation charges will be paid by the university.

4.14 If the vendors are providing non satisfactory goods / services repeatedly, they will be blacklisted by the university.

4.15 The vendor must have an office/ place of business or representative in between Nagpur City to Butibori.

4.16 This is merely an empanelment and the tender/quote in reference of various item/ services will be issued by the university as per it's need from time to time on the university website or by any other mode as per convenience of the university.

4.17 After Empanelment, wherever the university as per its need issues/ publishes the tender/quote empaneled vendors shall submit their quotations/ tenders immediately or within the time stipulated by the university.

5. Indemnity

The registered vendor shall indemnify the MNLU, NAGPUR and user departments against all third-party claims of infringement of patent, trademark / copyright or industrial design rights arising from the use of the supplied items and related services or any part thereof. MNLU, NAGPUR/ User department stand indemnified from any claims that the vendor's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.

6. Definition of Default

Default is said to have occurred;

- a) If the vendor fails to deliver any or all of the services within the time period(s) specified in the purchase order or any extension thereof granted by MANLU, NAGPUR.
- b) If the vendor fails to perform any other obligation(s) under the empanelment.
- d) If the vendor delivers damaged/ unsatisfactory goods or services and dose not replace it.

7. If the vendor, in either of the above circumstances, does not take remedial steps in 30 days after receipt of the default notice from MNLU, NAGPUR (or take longer period in-spite of what MNLU may authorize in writing), MNLU, NAGPUR may terminate the empanelment / purchase order in whole or in part.

8. All disputes in this connection shall be settled in Nagpur jurisdiction only.

Annexure - A		
Sr. No.	Category	Expected Annual Turnover
1.	Stationery	3 Lakh
2.	IT / Computer peripherals	20 Lakh
3.	Furniture	10 Lakh
4.	Refrigerators, A.C., and other Electrical equipment	10 Lakh
5.	Sports material	5 Lakh
6.	Printing	5 Lakh
7.	Fire Extinguisher	1 Lakh
8.	Housekeeping items and Sanitary Items	1 Lakh
9.	Repair & Maintenances	50 K
10.	Electrical, Carpentry, Plumbing & Hardware & Accessories	50 K
11.	Software & IT Hardware	5 Lakh
12.	Linen/ Laundry items	50 K
13.	Travel Services	10 Lakh
14.	Event Management	10 Lakh
15.	Xerox Machine (AMC), Printers and Computers	2.5 Lakh
16.	Video and Photography	1 Lakh
17.	Medicine purchase	5 Lakh
18.	Tea, Coffee and Allied Materials	2 Lakh
19.	Civil Work Maintenance	50 K

MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR
SUPPLIERS/ VENDORS/ SERVICE PROVIDERS REGISTRATION FORM

Name of firm/ company (Whether proprietary/ partnership/ Pvt. Ltd., / Public Ltd.,)		
Mailing address of Registered Office: Website address:		
Telephone no., fax no. / Cell phone no.		
Mailing address of local shop/ branch office (if any)		
Contact person Name & designation		
Telephone no., fax no. / Cell phone no.		
E-mail		
Category of vendor (Please tick whichever is applicable)	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorized stockiest
	<input type="checkbox"/> Converters/ assemblers	<input type="checkbox"/> Supplier/distributor
	<input type="checkbox"/> Dealer	<input type="checkbox"/> Service Provider
Details of item category for which registration is sought	Category code:	
Whether your firm is registered under (Please tick whichever is applicable and attach the photo copies of current registration certificate and other documents)	1. SSI/NSIC/DGTD/DGS&D/ Kendriya Bhandar/BIS. 2. District Industries Center 3. Partnership Act 4. Indian Company Act 1956 5. With any Govt. undertaking/ Deptt.	
CST / VAT No. / TIN (attach attested copies)		
Income tax Permanent Account Number (attach photo copy of PAN)		
Trade License; factory license. No. (attach attested photocopies)		
Annual turnover/ IT Returns for last 03 years (attach attested photocopies) Annual Turnover should not be less than the amount of various categories as mentioned in Annexure-A	FY _____	
	FY _____	
	FY _____	

Sign. & Seal _____

Name & address of banker/s		
Bank A/c No. & RTGS Details		
If manufacturer: - Name & address of your authorized dealer / distributors		
If an authorized dealer / stockiest: Details of item under authorized agency to be indicated (attach photocopy of certificate)		
Attested Xerox copies of purchase orders received from Govt. Institutions/ PSU/ Reputed organization, for supply of similar materials (for which The firms want to be registered), to be submitted	Submitted / Not Submitted	
You are capable of executing supply order to MNLU Nagpur.	<input type="checkbox"/> I : up to _Lakh <input type="checkbox"/> II : up to _ Lakh	
Whether your firm/ company has been blacklisted by any of the Central/ State Govt. PSU, University, Institute or any other Organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate enclosed <input type="checkbox"/> Yes <input type="checkbox"/> No

Each Vendor shall submit only one quotation. All the information shall be furnished by the vendors as per University's prescribed format. Any other format will lead to disqualification. Each and every document should be submitted duly signed and stamped. It shall be enclosed in the master envelope superscribed with "EMPANELMENT OF SUPPLIERS/ VENDORS/ SERVICE PROVIDERS FOR VARIOUS GOODS AND SERVICES" and should be submitted to the following address:

The Registrar,

Maharashtra National Law University, Nagpur

Near Village Waranga, PO: Dongargaon (Butibori), Nagpur - 441108, Maharashtra, India.

DECLARATION

- i. This registration shall not bind MNLU, NAGPUR to give any priority or preference in the issue of any tenders/enquiries and placements of purchase orders.
- ii. I/We declare that the information furnished above is true to the best of my/our knowledge.
- iii. I/We agree to deposit EMD/S.D. Separately as may be required by the condition of tenders/ rate contract to be issued by MNLU, NAGPUR from time to time.
- iv. This registration shall be used for Limited Tender Enquiry and Rate Contracting the firms by MNLU, NAGPUR.
- v. I/We have gone through each & every term & conditions written in the document provided with the vendor registration form. I/We declare that all the terms & conditions of MNLU, NAGPUR are acceptable to me/us.
- vi. I/We agree that the payment will be processed within 15 working days after delivery, acceptance and installation and it is acceptable to me/us.

Signature with Seal

Name: _____