



MAA MANIKESHWARI UNIVERSITY ମା ମାଣିକେଶ୍ଵରୀ ବିଶ୍ଵବିଦ୍ୟାଳୟ माँ माणिकेश्वरी विश्वविद्यालय (Erstwhile : Kalahandi University) Manikya Vihar, Bhawanipatna, Kalahandi, Odisha

No. 2288 /MMU

Dt. 13/07/2026

Notice for Empanelment of Registered Firms

In pursuance of Rule 219 of the Odisha General Financial Rules (OGFR), 2023, as amended from time to time, applications are hereby invited from reputed, established and financially sound manufacturers, authorized dealers, distributors and suppliers having satisfactory annual turnover, proven credentials and experience in supply of goods to Government Departments/Universities/Autonomous Bodies/Public Sector Undertakings or other reputed institutions for registration as Approved Suppliers of Maa Manikeshwari University, Manikya Vihar, Bhawanipatna.

The registered suppliers shall be considered, subject to the applicable procurement rules and procedures, for procurement of goods through Limited Tender Enquiry (LTE) under Rule 224 of the OGFR, 2023.

Categories of Goods

Applications may be submitted for one or more of the following categories:

- Electronics and Electrical Goods
- Computers, Laptops, Servers and IT Hardware
- Networking, Wi-Fi and Communication Equipment
- Audio-Visual Equipment, Video Conferencing Systems and Smart Classroom Equipment
- LED Displays, Projectors, Digital Podiums and Interactive Panels
- CCTV, Surveillance and Security Equipment
- Air Conditioners and other Electrical/Electronic Appliances
- Any other goods/materials required by the University from time to time.

Eligibility and Terms & Conditions

- The applicant shall be a legally established manufacturer, authorized dealer, distributor or supplier having valid statutory registrations.
- The firm shall possess a valid GSTIN, PAN and other statutory registrations/licenses, wherever applicable.
- The applicant firm should have a sound financial background and satisfactory annual turnover during the preceding financial years. The University may prescribe category-wise minimum turnover, wherever considered necessary.
- The firm shall submit copies of audited financial statements/turnover certificates certified by a Chartered Accountant for the last three financial years.
- The applicant shall furnish details of its credentials, manufacturing/supply capability, quality control system, financial background, past performance and after-sales service facilities, as applicable.
- Preference may be given to firms having experience in supplying goods to Government Departments, Universities, Higher Educational Institutions, Autonomous Bodies and PSUs, subject to the applicable Government rules and policies.
- In the case of authorized dealers/distributors, a valid Manufacturer's Authorization/Dealership Certificate shall be submitted for the relevant category of goods.
- The applicant shall submit details of major supplies executed during the last three years along with copies of relevant Purchase Orders/Work Orders and satisfactory performance certificates, wherever available.


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- i) The firm should have adequate infrastructure, manpower, technical support and after-sales service facilities, particularly for electronic, electrical, IT and sophisticated equipment.
- j) The applicant shall furnish a declaration that the firm has not been blacklisted/debarred by any Central Government/State Government Department, University, PSU or Government Organisation.
- k) Registration of a firm shall not confer any right or guarantee for placement of purchase orders by the University.
- l) The University reserves the right to verify the credentials, financial capacity, past performance, quality control arrangements and after-sales service facilities of the applicant before registration.
- m) The University may seek additional documents, clarification or information from any applicant during scrutiny.
- n) The University reserves the right to accept or reject any application for registration without assigning any reason, subject to applicable rules.
- o) The performance and conduct of every registered supplier shall be monitored. A supplier may be removed from the approved list for failure to comply with registration conditions, delay in supply, supply of substandard goods, false declaration or any other ground considered contrary to public interest, in accordance with applicable rules.
- p) Registration shall ordinarily remain valid for a fixed period of __ year(s) from the date of registration, subject to satisfactory performance and the provisions of Rule 219 of OGFR, 2023.
- q) On expiry of the registration period, firms desirous of continuing registration shall apply afresh for renewal.
- r) The registered firms may be invited to participate in Limited Tender Enquiries under Rule 224 of OGFR, 2023, wherever applicable.
- s) All procurement shall be governed by the Odisha General Financial Rules, 2023, amendments issued by the Finance Department, Government of Odisha, and other Government procurement guidelines/orders in force from time to time.

Documents to be submitted

- a) The application shall be accompanied by self-attested copies of:
- b) Certificate of Registration/Incorporation of the Firm;
- c) PAN Card;
- d) GST Registration Certificate;
- e) Trade Licence, wherever applicable;
- f) MSME/Udyam Registration, if applicable;
- g) Manufacturer/Authorized Dealer/Distributor Certificate;
- h) Audited Financial Statements for the last three financial years;
- i) CA-certified Annual Turnover Certificate;
- j) Income Tax Returns for the last three assessment years;
- k) Details of previous supplies and major clients;
- l) Copies of major Purchase Orders/Work Orders;
- m) Performance Certificates, if available;
- n) Details of after-sales service facilities;
- o) Bank details and cancelled cheque;
- p) Non-blacklisting/Non-debarment Declaration;
- q). List of categories/items for which registration is sought; and
- r). Any other relevant supporting document.

Interested firms may submit their applications in the prescribed format in a sealed envelope superscribed:

**“APPLICATION FOR REGISTRATION AS APPROVED SUPPLIER – CATEGORY:
_____”**

The application shall reach the Registrar, Maa Manikeshwari University, Manikya Vihar, Bhawanipatna, Kalahandi, Odisha on or before **20-07-2026** by **05:00 P.M.**
The University reserves the right to amend, modify, suspend or cancel the registration process, wholly or partly, in accordance with applicable Government rules.

By Order of the Vice-Chancellor


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Memo No. 2289 Dtd. 13 /07/2026

Copy to University website/PA to VC/PA to Registrar/all members of the Committee for information and necessary action.


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