

**INTEGRATED HEADQUARTERS MINISTRY OF DEFENCE (NAVY)**  
**DIRECTORATE OF ADMINISTRATION(CONTRACT MANAGEMENT)**  
**'A' BLOCK HUTMENTS, DALHOUSIE ROAD, NEW DELHI-110011**

**REGISTRATION OF VENDORS**

1. Applications are invited from reputed firms for registration as approved contractors for supplies/services at Integrated Headquarters of Ministry of Defence (Navy), New Delhi.
2. The AMCs undertaken by IHQ-MoD(Navy), are for the undermentioned equipments/systems:
  - (a) **IT Equipments.** PCs & Peripherals, Laptops, Line Printers, UPS, LAN Systems etc.
  - (b) **Office Equipments.** Fax Machine, Photocopiers, LCD Projection Systems, EPABX/Intercom/KTS Systems, Duplicating Machines, Shredding Machines, Diesel Gensets, Water Coolers, Air Conditioners, Access/Bio-Metric Control Systems etc.
3. The Rate Contracts/Procurements carried out by IHQ-MoD(N) for the following categories of Items/Services:-
  - (a) **Furniture Items.** Wooden and Steel Furniture, Upholstery of Old Furniture, Fixing of Venetian Blinds, Repair and Polishing of Old furniture etc.
  - (b) **Office Equipments.** Procurement of Office Equipments, Repair of Electrical items etc.
  - (c) **General Stores.** General Naval Stores.
  - (d) **Stationery Items.** All types of stationery items viz. Pens, Pencils, Registers, Printing Stationery, Acrylic Stationery, Rubber Stamps.
  - (e) **IT-Quasi Permanent/Consumable Items.** HDDs, RAMs, CDs, DVDs, Power Adapters, Laptops/UPS batteries etc.
  - (f) **Hiring of Services.** Hiring of Manpower viz. Casual Labourers, Conservancy Services, Cartage of Stores, Hiring of Air Conditioners, Hiring of Air/Desert Coolers, Hiring of Transport, Dry Cleaning and Washing of Linen, Printing Jobs etc.
4. The application for registration can be obtained from this office at the above address on all working days between **1430 Hrs and 1600 Hrs** on payment of **Rs. 100.00** through **Demand Draft/Pay Order** drawn in favour of '**CNS Public Fund A/c (Contingency No. 2)** payable at New Delhi. Registration forms can also be downloaded from the website [www.indiannavy.nic.in](http://www.indiannavy.nic.in). In case of Registration form downloaded from the website, applicants will have to pay the cost of the application alongwith submission of the form. The application is to be submitted to the above mentioned address in favour of '**Principal Director of Administration**'.
5. Duration (including last date) for purchase of application for Registration Forms is from **15 Dec 16 to 30 Jan 17** and the last date for submission of the application is **31 Jan 17 by 1430 hrs.**
6. **Registration Fee.** The applicants who will qualify for registration will be required to deposit a sum of Rs.3000.00 as Registration Fee in the form of Demand Draft/Pay Order drawn in favour of '**CNS Public Fund A/c (Contingency No. 2)** payable at New Delhi. Registration Fee is not to be submitted along with the form.

**Note.** Firms registered with IHQ-MoD(N)/DOA in the year 2013 also need to apply for fresh registration.