

VENDOR REGISTRATION FORM[To be submitted in **TWO** copies (1 for C&M; 1 for F&A)]

[To be submitted at the time of Tender/LoA]

Important Instructions:

1. All the data to be filled in legible **BLOCK LETTERS** at the appropriate columns provided for.
2. Wherever respective data/column is not applicable, please write "**NOT APPLICABLE**".
3. Self-certified copies supporting the data provided against the Organization Information-Legal & Statutory.
4. All pages including supporting's provided shall be signed by authorised signatory of the vendor.
5. Wherever required, separate sheets may be enclosed, in case space is inadequate.
6. The below details are in addition to the Technical/ Qualification details sought in the Tender & are **NOT** to be considered alternate to details sought in Tender/ LoA.

[SECTION – 1]**ORGANISATIONAL INFORMATION - BASIC**

NAME OF THE ORGANISATION: (Full Name of the Organization)	
LEGAL STRUCTURE: (Proprietary Firm/ Partnership Firm/Public Company/ Private Company/ LLP/ Govt. Department)	
COMMUNICATION DETAILS: Complete Postal Address with Pin Code Contact Number/ Board Number Fax No. (if any) Website (if any)	
CONTACT PERSON: Name: Designation: Contact Details: Email ID: Mobile Number: Direct Landline (if any)	
PRINCIPAL OFFICER: Name: Designation: Contact Details: Email ID: Mobile Number: Direct Landline (if any)	

	Serial Number:	Brief Description of Products & Services	Size/Range
PRODUCTS/ SERVICES			
	YEAR OF ESTABLISHMENT & COMMENCEMENT OF BUSINESS		
DETAIL: {In case vendor is an authorised agent/ Channel Partner/ Authorised Reseller, etc. (if any)}			
TENDER/ LoA NO. (IF ANY) {Otherwise write not applicable}			

[SECTION – 2]

ORGANISATIONAL INFORMATION – STATUTORY/ LEGAL

[Enclose supporting for each of the detail provided below]

COMPANY REGISTRATION NO. WITH REGISTRAR OF COMPANIES: (Proof to be enclosed)	
REGISTRATION OF SHOPS AND ESTABLISHMENTS/OTHER LOCAL BODIES (IN CASE NOT COMPANY) (Proof to be enclosed)	
INCOME TAX PAN NUMBER: (Proof to be enclosed)	
INCOME TAX WARD AND RANGE:	
GOODS AND SERVICE TAX IDENTIFICATION NUMBER [GSTIN] (Proof to be enclosed)	
WHETHER A MSME REGISTERED VENDOR: (Yes or No)	
TYPE OF ENTERPRISES AS PER MSME ACT: [Specify Micro/Small/ Medium Enterprises] {Copy of MSME registration certificate to be enclosed}	
UAN/ MSME REGISTRATION NUMBER	
DATE OF COMMENCEMENT	
MAJOR ACTIVITY	

[SECTION – 3]

BANK AND PAYMENT MANDATE

[Enclose supporting for the detail provided below]

PAYMENT MODE:
(NEFT/ RTGS/ECS/CHEQUE)

NAME OF THE BENEFICIARY:
(Same as registered with Bank)

NAME OF THE BANK:

BANK BRANCH ADDRESS:

ACCOUNT TYPE:
(Saving, Current, Cash Credit, Etc.)

ACCOUNT NUMBER:

MICR CODE:
[9 Digit MICR Code as appearing on cheque leaf (Example – 123456789)]

IFSC CODE:
[11 Digit IFSC code of the bank branch (Example SBI12345678)]

DECLARATION:

I/WE, HEREBY DECLARE THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT AND COMPLETE. IN CASE THE TRANSACTION IS DELAED OR NOT EFFECTED AT ALL FOR REASONS OF INCOMPLETE OR INCORRECT INFORMATION AND FOR REASONS BEYOND THE CONTROL OF [OTPC], I/WE WOULD NOT HOLD, [OTPC] RESPONSIBLE. I/WE DECLARE THAT WHENEVER THERE IS A CHANGE IN THE ABOVE DETAILS, I/WE SHALL PRNISH THE FORM AFRESH.

SIGNATURE

NAME
DESIGNATION
DATE

COMPANY SEAL

VERIFIED THE ABOVE DETAILS

(SIGNATURE OF BANKER)

SEAL OF THE BANKER