

Vendor Registration Form

Annexure-1

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

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

Note :

1. All the data is 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 Organisational Information-Legal & Statutory
4. All pages including supportings 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 and 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 ORGANISATION)	
LEGAL STRUCTURE (PROPRIETARY FIRM/ PARTNERSHIP FIRM/ PUBLIC COMPANY/ PRIVATE COMPANY/ LLP/ GOVT DEPARTMENT)	
COMMUNICATION DETAILS COMPLETE POSTAL ADDRESS WITH PIN CODE	
CONTACT NO / BOARD NO	
FAX NO	
WEBSITE	
CONTACT PERSON NAME DESIGNATION CONTACT DETAILS EMAIL MOBILE & DIRECT LINE	
PRINCIPAL OFFICER NAME DESIGNATION CONTACT DETAILS EMAIL MOBILE & DIRECT LINE	

	Sr No	Brief Description of Products & Services	Size / Range
PRODUCTS / SERVICES			
YEAR OF ESTABLISHMENT & COMMENCEMENT OF BUSINESS			
DETAILS (INCASE VENDOR IS AN AUTHORISED AGENT / CHANNEL PARTNER / AUTHORISED RESELLER)			
TENDER / LOA NO (OTHERWISE WRITE NOT APPLICABLE)			

SECTION- 2
ORGANISATIONAL INFORMATION-STATUTORY / LEGAL

(Enclose supporting for each of the detail provided below)

ENCLOSE CERTIFIED COPIES OF SUPPORTING FOR EACH THE DETAILS PROVIDED

COMPANY REGISTRATION NO WITH REGISTRAR OF COMPANIES	
REGISTRATION OF SHOPS AND ESTABLISHMENTS / OTHER LOCAL BODIES (IN CASE NOT COMPANY)	
INCOME TAX PAN NUMBER	
INCOME TAX WARD & RANGE	
SERVICE TAX REGISTRATION NUMBER	
SERVICE TAX REGISTRATION CATEGORIES	
VAT REGISTRATION NO	
CST REGISTRATION NO	
CENTRAL EXCISE REGISTRATION NO	
CENTRAL EXCISE RANGE	
CATEGORY OF MSME AS PER MSME ACT	(SPECIFY MICRO / SMALL / MEDIUM ENTERPRISE) (PROOF TO BE ENCLOSED)

SECTION- 3
BANK AND PAYMENT MANDATE
(Enclose supporting for the detail provided below)

PAYMENT MODE (NEFT / RTGS /ECS/ CHEQUE)	
NAME OF BENEFICIARY	
NAME OF BANK	
BANK BRANCH ADDRESS	
ACCOUNT TYPE (SAVINGS, CURRENT, CASH CREDIT, ETC)	
ACCOUNT NO	
MICR CODE (9 DIGIT MICR CODE AS APPEARING ON CHEQUE LEAF) (EXAMPLE 110240157)	
IFSC CODE (11 DIGIT IFSC CODE OF THE BANK BRANCH) (EXAMPLE HDFC0001374)	

DECLARATION

I/WE, HEREBY DECLARE THAT THE PARTICULARS GIVEN ABOVE ARE CORRECT AND COMPLETE. IN CASE THE TRANSACTION IS DELAYED 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 FURNISH THE FORM AFRESH.

SIGNATURE :	VERIFIED THE ABOVE DETAILS
NAME :	
DESIGNATION :	
DATE :	(SIGNATURE OF BANKER)
COMPANY SEAL	SEAL OF THE BANKER

(In case Banker's verification is not taken, cancelled cheque or copy of cheque to be enclosed)