

Vendor Registration Form

PARTICULARS	DESCRIPTION
Name Of Vendor / Firm	
Contact Person	
Contact No.	
E-mail ID:	
Vendor Address	
Type of Vendor	<input type="checkbox"/> Material Supplier <input type="checkbox"/> Service Provider
Category	<input type="checkbox"/> Civil <input type="checkbox"/> Carpentry <input type="checkbox"/> Plumbing <input type="checkbox"/> Electrical <input type="checkbox"/> Housekeeping <input type="checkbox"/> Security <input type="checkbox"/> HVAC <input type="checkbox"/> Water <input type="checkbox"/> Manpower <input type="checkbox"/> Others
Description	
BANK AND OTHER DETAILS (REQUIRED ON VENDOR'S LETTER HEAD)	
Name of the Bank	
Name of Account Holder	
Bank Account No.	
IFSC / RTGS Code	
PAN No.	
Branch Name & Address	

The information / documents furnished along with this form for vendor registration are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of fact that furnishing of any false information / fabricated document would lead to rejection of my / our registration at any stage.

Signature of the Authorized Signatory
(With seal)

Mandatory supporting documents:

- Copy of PAN Card of Vendor/Contractor.
- Registration Certificate of establishment / incorporation of Vendor/Contractor
- Evidence of Ownership.
- Copy of Address Proof (Electricity Bill \ Property Tax bill \ Rent Agreement etc.)
- VAT / CST Registration details along with copy of registration certificate
- Service tax registration details along with Copy of registration certificate
- In case of individuals, proprietors, non-registered firm, farmers etc. where PAN Card is in the name of an individual & if the payment is to be made in different name, a declaration regarding the same along with proof should be produced.
- In case of Housekeeping and other labor supplier contract we need to have declaration regarding the discharge of the statutory liabilities and their corresponding ward / office details of the relevant statutory authorities

Optional Documents:

- Company Profile (including ownership details, product/service range, financial statements, Reference clientele if any etc.)

FOR OFFICE USE ONLY

APPROVALS	
Requested by: User Dept. (Name & Signature)	Date:
Reviewed & Approved by: HOD-User Dept. (Name & Signature)	Date:
Reviewed & Approved by: Purchase Dept. (Name & Signature)	Date: