

**GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR 495-009(C.G.)**

[ A Central University Established by the Central Universities Act, 2009 No. 25 of 2009]

**VENDOR EMPANELMENT / REGISTRATION FORM**

1	Name of the firm-		
2	Mailing Address Contact Person Name & Designation Telephone No., FAX No, Email	Registered Office:	Factory/ Shop/Office:
3	Category (Please tick whichever is applicable )	Supplier :-	Manufacturer :-
		Authorized Stockiest :-	GOI Enterprises :-
		Dealer :-	Undertaking :-
4	Details of category for which Registration is sought		Category Code:- Description :-
5	Type of firm / Company (Whether Proprietary / Partnership /Pvt. Ltd., / Public Ltd.,)		
6	Name of the Directors/ Partners/ Proprietors (with date of commencement of Business /Manufacturing)		
7	Whether your firm is Registered under (Please tick whichever is applicable ) (Photo copies of current Registration certificate and other documents to be Enclosed)		1 SSI / NSIC / DGTD / DGS&D / BIS. 2 District Industries Center 3 Partnership Act 4. Indian Comp any' s Act 5 With any Govt undertaking / Deptt.
8	i) Local Sales Tax / VAT No / TIN (with attested copies of ) ii) CST Registration No. with photo copy iii) Attach latest ST clearance certificate		i) ii) iii)
9	Income tax Permanent Account No. (Attach photo copy of PAN)		
10	Annual Turn Over for last 3 years.		

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**Signature**

**Name & Seal of the Authorized Person/s,**

**Legal representatives of the firms/ Proprietors**

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**VENDOR REGISTRATION FORM (VRF)**

11	Attested copies of audited balance sheets or PLA to be submitted.	
12	a) Name & address of Bankers	
	b) Solvency Certificate from bank.	Submitted Not submitted
13	Name & address of your Authorized Dealer / Distributors with phones and FAX No. Email Etc.	
14	If an authorized dealer / stockiest / sole selling details of item under Authorized agency to be indicated (attach photocopy of such agreement)	
15	Attested Xerox copies of purchase orders received from Govt. PSU/ reputed organization, for supply of similar materials (for which the firm wants to be registered), to be submitted	Submitted.
		Not submitted
16	Attested Xerox copies of mm two performance certificates received from Govt / PSU/ /reputed organization in support of supplied materials to be submitted (only for manufacturer)	Submitted
		Not submitted
17	Whether ISO-900 1/2000 certified? If yes, to submit attested Xerox copy of same (For manufacturers only)	Yes No
18	Are you in a position to supply materials duly inspected by GGV / any third party	Yes No
19	Govt. Departments / Public Sector Undertaking / with whom the firm is registered as approved suppliers -	

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**Signature**

**Name & Seal of the Authorized Person/s,**

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**VENDOR REGISTRATION FORM (VRF)**

20	Major Clients (Govt., Semi Govt., Public Sectors, Govt. Universities) to whom supply of similar goods for the last three years have been made						
	S.No	Name &Address of Client	Goods Supplied	PO Value	PO No. & Date	Delivery As per PO	Payment Details
21	Payment terms acceptable to the firm :						
	A) By Cheque / Through Bank				YES		
					NO		
22	B) Within 30 days of receipt ,acceptance & installation				YES		
					NO		
22	Delivery and Unloading of Goods at GGV Campus by the firm.				Acceptable	Not acceptable.	
23	Technical Literature and catalogue of products manufactured (Certified Copies to be attached)				Submitted.		
					Not Submitted.		
24	Any other details which you wish to mention for registering you firm with GGV						

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**Signature**

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**VENDOR REGISTRATION FORM (VRF)**

25	<b>DECLARATION</b>
i	This Registration shall not bind GGV to give any priority or preference in the issue of any tenders / enquiries and placement of purchase orders.
ii	I/We declare that the information furnished above is true to the best of my / our knowledge I / We undertake to inform GGV at the earliest any change in the details mentioned above.
iii	I/We agree to deposit EMD /S.D. Separately as may be required by the condition of tenders / rate contract to be issued by GGV from time to time.
iv	I/ We confirm our proprietor / partner / director are not associated with the GGV and firm with which the business has been banned by Central / State Govt. Department / PSU (Central / State Govt.)
v	This Registration Shall be used for Limited Tender Enquiry & for rate contracting the firms by GGV.
vi	I/We have provided all the informations / supporting certified documents as per clause 4.12 and clause 13
vii	I/We have gone through each & every terms & conditions written in the document provided with the vendor registration form. I/We declare that all the terms & conditions of GGV are acceptable to me /us.

Thanking you,

Yours faithfully,

**Signature**

**Name & Seal of the Authorized Person/s,**

**Legal representatives of the firms/ Proprietors**