

ARMY PUBLIC SCHOOL NARANGI

PO: Satgaon, Guwahati 781 027.

Assam.

REGISTRATION OF VENDOR

Introduction:

Army Public School Narangi is planning to register vendors/supplier/dealers/retailers/contractors etc. for supply/manufacture of Goods and Services to the institution. Vendors /Supplier /Dealers /Retailers /Contractors etc. who are interested to associated with the school and wants to maintain a good and transparent relationship with the school may apply as per terms & conditions laid down hereunder. This school generally deals with the following Goods and Services.

1. Office Stationeries.
2. Printing Jobs.
3. Computers and its accessories including software, AMC etc.
4. Electronic Items and its services.
5. Hardware items like toiletries, fixtures & fitting etc.
6. Advertising.
7. Science Laboratory Items.
8. Furniture.
9. Construction and maintenance of building.
10. Cloth & Uniforms including foot wares.
11. Car rental agency.
12. Any other goods or services not included above.

Interested party/parties keen to associate with this school may apply for Vendor Registration as per format given at Appendix A.

The following documents must be submitted in support of Appendix A.

1. Authorization Certificate (Like Trade License/ Registration Certificate / Company Registration Certificate / Dealership Certificate etc).
2. Bank Account Details.
3. Income Tax Assessment for last two years.
4. Performance Certificate/ Experience Certificate/ Completion Certificate etc.

Terms & Conditions:

1. Vendor Registration is subject to scrutiny of documents submitted.
2. The School Management reserves the right to select/deselect vendor for registration.
3. Duration of this registration is only for one year period or one financial year w.e.f 1st of April 2019.
4. The management reserved the right to renew or discontinue the registration in between or after the expiry of the registration period.
5. Goods and Services supplied or rendered should be as per order placed. Any discrepancy or violation of supply order or breach of contract will not be tolerated and decision taken by the school authority will be final.

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APPLICATION FOR VENDOR REGISTRATION

Complete all sections in the form, sign the declaration and submit the completed form and attachments in an envelope marked "Application for Vendor Registration"

1. Registration Category

| | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Original Equipment Manufacturer (OEM) |
| <input type="checkbox"/> | Supplier/Stockist/ Distributor % |
| <input type="checkbox"/> | Small Scale Industry |
| <input type="checkbox"/> | Public Sector Unit |
| <input type="checkbox"/> | Others (Please mention) _____ |

2. Name of the Individual / Firm / Company... _____

3. Constitution or Legal Status

| Registration Number | Registering Authority | Date of Registration |
|---------------------|-----------------------|----------------------|
| | | |

4. Registered Address _____

5. Contact Person

| | |
|---------------|-------|
| Name | _____ |
| Designation | _____ |
| Phone Number | _____ |
| Mobile Number | _____ |
| Email Address | _____ |

6. Type of Ownership

| | |
|--|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Company | <input type="checkbox"/> Joint Venture |
| <input type="checkbox"/> Others (Please Specify) | |

7. Annual turnover in the last three years:

| | |
|---------|--|
| 2018-19 | |
| 2017-18 | |
| 2016-17 | |

8. Bank Details:

| | |
|----------------|-------|
| Name of Bank | _____ |
| Branch | _____ |
| Account Number | _____ |
| Branch Code | _____ |
| IFSC Code | _____ |

9. Sales Tax / VAT details, Central Sales Tax Registration, State Sale Tax /VAT Regd., GST Details. _____

10. Give details of Product / Services in Annexure B.

Declaration

I/we declare and confirm that:

- a. The Terms & Conditions of Vendor's Registration of Army Public School Narangi is clearly understood and acceptable.
- b. All information and attachments submitted in this application are true and correct.
- c. I/we are aware that any false information provided herein will result in the rejection of my application and cancellation of any registration granted.
- d. I/we undertake to communicate promptly to Army Public School Narangi of any changes in condition or working of the firm.

Signed : _____

Name : _____

Position : _____

Date : _____

OFFICIAL SEAL

