

Jawaharlal Nehru Aluminium Research Development And Design Centre, Nagpur

No. 505/JNARDDC/S&P/2011 dt. 18.03.2011

Vendor Registration in JNARDDC

For Office Use :

Vender No. _____

Form for Registration of Vendors in JNARDDC, Nagpur

[Form to be submitted in duplicate with one set of enclosures]

Part –I

1. Name of Company : _____

2. Nature of company : _____

(Proprietary / Partnership / Private Ltd. Co. / Public Ltd. Co / Others.) (attach Certificate)

3. Registered Office & : _____

Address with pin code _____

4. Telephone & Mobile No. _____

5. Fax No. : _____

6. E-mail address : _____

7. Website (if any) : _____

8. Nature of Business : Manufacturing / Service / Dealership / Stockist / Indian / Agent / Indian
Branch Office / Repair & Maintenance / Fabrication : _____

9. Class / Type of Product / Materials manufactured / Sold / Serviced / Fabricated :
(Kindly mention any category / categories) : _____

(Eg. Scientific Equipment / Analytical Instruments / Chemicals / Glassware / Gases / Servicing and maintenance of instruments, equipments etc. / Computers / Computer peripherals / Office automation products / Electrical and electronic instruments / Air Conditioners, Water Coolers Electrical items / Electronics / Office consumables / Computer consumables / Cleaning materials / Stationery / Printing / Plumbing materials / Hardware, Tools items / Pipes & tubes / Photographic consumables / Pharmaceuticals / Fabricators / Civil Works / Others.)

Jawaharlal Nehru Aluminium Research Development And Design Centre, Nagpur

No. 505/JNARDDC/S&P/2011 dt. 18.03.2011

Vendor Registration in JNARDDC

Part-II Commercial Information

1. Permanent Account No. (PAN): _____ [**MANDATORY**]

(Attach PAN copy)

2. Business Registration No. : _____ [**MANDATORY**]

(Attach copy of shop & registration certificate / other relevant regn. Certificate of the firm)

3. Sales Tax / VAT / CST Registration : _____ (If applicable)

(Attach certificate copy)

4. Excise / Customs Registration No. : _____ (If applicable)

(Attach certificate copy)

5. Service Tax Registration No. : _____ (If applicable)

(Attach certificate copy – if applicable i.e Turnover > Rs. 10 Lakhs or as per latest govt. notification)

6. Name and address of your Bankers _____

With Account Number _____

7. Copy of last Income Tax Return : _____

8. Any other relevant information : _____

Part III – Technical Information

1. Details of Products manufactured / sold/ serviced / Services provided :

Details of Major customers (Encl. copy of few supply orders)

I certify that the information supplied herein including all attached pages / certificates is correct and true to the best of my knowledge.

Authorised signatory

Seal of company : _____

Name : _____ Designation : _____

Place : _____ Date : _____

Jawaharlal Nehru Aluminium Research Development And Design Centre, Nagpur

No. 505/JNARDDC/S&P/2011 dt. 18.03.2011

Vendor Registration in JNARDDC

Check List

1. Relevant certificate for Name and address attached : Yes /No
2. Dealership / Authorised agent certificate attached : Yes / No
3. VAT/ CST/ Sales tax certificate attached : Yes / No
4. Permanent account number copy attached : Yes / No
5. Excise / Customs Registration certificate attached : Yes / No
6. Service tax registration certificate attached : Yes / No
8. Last Income Tax Return attached : Yes / No
9. Catalogues / Technical brochures for relevant categories attached : Yes / No
14. Order copies of other major customers (if any attached) : Yes / No

Authorised signatory

Seal of company : _____

Name : _____ Designation : _____

Place : _____ Date : _____

1. All vendors should note that Registration would be valid for a period of **5 (five) years** with periodic review. However, JNARDDC reserves its right to extend this time limit at it's discretion.

2. Manufacturers / Distributors with ISI Registration / Certificate under International standards like ISO will be given preference.

3. Details like PAN, VAT/CST/ Sales tax registration / Excise registration etc (as applicable) should be enclosed. Vendors not furnishing such certificates will not be considered for registration.

4. Vendors who are authorized dealers to sell products should attach their dealership certificate with details like period of dealership etc. Vendors who are authorized dealers will be preferred to general order suppliers.

5. Manufacturers, Indian agents, Indian representatives of Foreign principals for scientific instruments / Computers and peripherals / Office automation equipment must give full details of service facility available at Nagpur or at least in India. The availability of spares / trained service personnel / warranty terms etc. must also be mentioned.

6. All vendors should attach proof of supplies to their major customers etc. along with the application. Manufacturers / Authorised dealers / Indian agent of Foreign Principals must attach relevant catalogues / technical literature for the Products they are requesting registration. Request for registration without the enclosure will be rejected summarily.

7. Vendors may kindly note that there is a one-time registration fee of Rs.1000/- only.

8. Filled in application form (in duplicate) with one set of enclosures and one-time registration fee of Rs.1000/- in cash or DD in favour of "JNARDDC, NAGPUR" payable at Nagpur should be sent to the "Asst. Admin. Officer, Jawaharlal Nehru Aluminium Research Development and Design Centre, Opp. Wadi Police Station, Amravati Road, Nagpur -440 023 by Post / Courier / by personal delivery. **Applications sent to e-mail fax etc. will not be considered.**

9. Director, JNARDDC reserves the right to accept or reject any vendor.