

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY
H.O. Patgaon, Rani, Guwahati-781017
City Office: Housefed Complex, Dispur Last Gate, Guwahati-781006

Advertisement No. Compt. – 1 /2016

Quotation

Applications are invited from the manufacturers/dealers/distributors/whole sellers for empanelment for supply of Computers, printers, computer peripherals and accessories. Interested parties may apply to the Registrar, KKHSOU in the prescribed format which can be downloaded from the website www.kkhsou.in. The application should be typed in the letter pad of the firm .and it should be sent in a sealed envelope subscribed with “Enlistment of Computer Items”. The application must accompany Demand Draft of Rs.500.00 drawn in favour of Registrar, KKHSOU, payable at Guwahati and to reach to the undersigned on or before 14th August, 2016.The University authority reserves the right to accept or reject any application without assigning any reason.

Date: 29th July,2016

Registrar

**APPLICATION FOR EMPANELMENT FOR SUPPLY OF COMPUTERS, PRINTERS,
COMPUTER ACCESSORIES & PERIPHERALS**

To
The Registrar,
Krishna Kanta Handiqui State Open University
City Office: Housefed Complex, Dispur Last Gate,
Guwahati- 781006

Sub: Empanelment

Advertisement No.

Date of Advertisement:

1. Name of the Firm :

2. Address of the Firm :

3.Type of Business : Manufacturing/dealership/Distributorship/Whole seller
(Ticked as applicable)

4.Status of the Firm : Proprietorship/Partnership/Company registered under companies Act
(Ticked as applicable)

5.In case of Proprietorship

Name of the proprietor	Address of the Proprietor	Contact details
		Phone No. Mobile No. Email id

6. In case of Partnership:

Name of the partner	Address	Contact Details
		Phone No Email id
		Phone No. Email id
		Phone No. Email id

7. In case of the Company:

Name of the Managing Director	Address	Contact details
		Phone No. Email id

8. Bank Details

Name of the Bank	
Name of the Branch	
Bank Account No.	
Type of the A/C	
IFSC code N0	
MCR No.	

9. Company Registration No. (in case of company) :

10. Industry Registration No. (in case of Manufacturer):

11. Trade License No. :

12. VAT Registration No. :

13. PAN No. :

14. Whole sell License No. :

Dealership Certificate No & the name of Manufacturer 1.

2.

3.

15. Name & Address of the Govt. organization/semi Govt. Organization/Institution/Autonomous Body where supplied the computer items

Name of the organization	Address of the Organization	Work order No. and date	Value of the Work order

16. Annual Turnover for the last three financial years:

17. Copy of the Document/Records enclosed

Name of the document	Remark	Annexure No.
Company Registration certificate (in case of Company registered under companies Act)		
Memorandum of Association(in case of Company)		
Articles of Association (in case of company)		
Partnership Deed (in case of partnership firm)		
Trade License		
Dealership certificate		
Whole seller certificate		
PAN Card		
Front page of the bank pass book or a cancelled cheque		
Income Tax clearance or copy of the Tax return filed		
VAT clearance certificate		
Audited Account and Tax Audit report		
Work order copy in support of para 15 above		

It is declared that the information provided above and the documents submitted in support of the information are true and correct to the best of my knowledge and belief. Also it is agreed to provide the rates of the items as and when asked for.

Place:

Signature

Date:

Name of the person

Seal