

**Application Form for Empanelment of
Manufacturer/Authorised Dealer/Distributor/Vendoron/Govt. Supplier**

To,
The Registrar, KKHSOU
Patgaon, Rani, Guwahati-781017

Sir,

Reference to your advertisement No. _____ dt.
I/We am/are interested to empanel my/our firm. Required particulars are furnished below along with the supporting documents as listed at Sl. No. 12 and a Demand Draft/ Banker's Cheque No..... _____ datedfor Rs. 1000.00.

1. Name of the Firm :
2. Address :
3. Company Registration No. (if applicable):
4. Trade Licence No. :
5. PAN :
6. VAT Registration No. :

7. Bank Details

i.	Name of the Bank	:
ii.	Name of the Branch	:
iii.	A/C No.	:
iv.	Type of the A/C (Ticked as applicable) SB/CD/OD/CC :	
v.	IFSC Code No.	:

- 8. Status of the Firm** (ticked as applicable) :
- Proprietorship/Partnership/Company**

- 9. In case of Proprietorship** :

Name of the Proprietor	Address of the Proprietor

- 10. In Case of Partnership Firm** :

Name of the Partner	Address of the Partner
i.	i.
ii.	ii.
iii.	iii.

iv.	iv.
v.	v.

11. In case of Company :

Name of the Managing Director/CEO	Address of the M.D./CEO

12. List of the Documents to be enclosed:

Name of the Document	Annexure
i. Sale Tax Registration and Clearance Certificate	
ii. Experience certificate, if any, of last three years of supply of stationary items and consumables to reputed Govt. Institute(s)/ University(s)	
iii. Authorisation certificate from principal company, in case of subsidiary	
iv. Proprietary certificate from principal company (if any), in case of subsidiary	
v. VAT Registration Certificate	
vi. Front page of Bank Pass Book/ Bank Statement in support of Bank Details	
vii. Partnership Deed (In case of Partnership Firm)	
viii. Memorandum & Article of Association in case of Company	
ix. Income Tax Clearance Certificate	
x. VAT Clearance Certificate	

Information furnished above is true and correct to the best of my knowledge and belief.

Place:

Date:

Signature, Name & Designation with Seal

Conditions:

1. In case of Manufacturers must have Industrial Registration of manufacturing unit.
2. Dealership certificate in case of dealer.
3. Govt. Registration in case of Govt. Suppliers
4. Must have trade license.

5. Must have Show Room/ Godown/Sales Counter and within 50 kilometers of the University Office (Housefed or Patgaon).
6. Must have annual turn over not less than Rs. 10,00,000
7. Must be registered with Sales Tax/VAT
8. Must submit the Income Tax Clearance
9. Must be able to supply of the ordered quantity within a week from the date of receipt of order.
10. Ready to execute order for any quantity.
11. Validity of the empanelment will be for two years, which may be extended as per the discretion of the University Authorities.
12. Ready to accept the Payment procedure of the University i.e. no advance payment will be made and the payment will be released within one month of the receipt of the bill along with duly acknowledged delivery Challan.
13. University reserves the right to accept or reject any application without assigning any reason thereof.

-Sd-

Registrar, KKHSOU.