

TERMS AND CONDITION FOR REGISTRATION OF VENDORS

1. The Vendors should be in possession of the following documents :-
 - (a) Latest Bank Statement.
 - (b) Aadhar details.
 - (c) PAN details.
 - (d) TIN details.
 - (e) GST details.
 - (f) Address proof of office/place of work and copies of last two years payment of rent and electricity for the said location/shop.
 - (g) Latest photo.
 - (h) Copy of last two supply orders executed by you.
 - (j) Type of goods that the vendor would be interested into supply.
 - (k) Three photos of the exterior of the office building and three copies of the inside the office premises.
 - (l) E-mail, mobile and landline number.

CATEGORISATION OF ITEMS TO BE PROCURED BY THE VENDORS

Ser No	Category of Supplier	Remarks
GENERAL ORDER SUPPLIERS		
1.	Stationery and Printing	
2.	Liveries, cloth, curtains etc.	
3.	Furniture (all sorts)	
4.	Electrical items	
5.	Plumbing items	
6.	Sports kit	
7.	Bulk procurement of prizes and awards	
SERVICE PROVIDERS		
8.	Guest Lectures	
9.	Auditors services	
10.	Legal services	
11.	Insurance of all sorts	
12.	Outsourcing of Security Guards & Housekeeping staff	
13.	Book Shop/Wet Canteen	
14.	Education Tours	
15.	Excursions	
IT SERVICES/SUPPLIES		
16.	Automation	
17.	IT Equipment	

18.	CCTV Cameras and maintenance	
19.	Audio and Video Eqpt and maintenance	
20.	Maintenance of computers and peripherals	
SPEFICIC SUPPLIERS		
21	Purchase and maintenance of vehicles	
22.	Purchase of books, newspapers, Magazines, periodicals etc	
23.	Sports infra, playway etc	
24.	Scientific equipment	
25.	Chemicals	

ARMY PUBLIC SCHOOL, MATHURA CANTT

REGISTRATION FORM

Ser No	Information Required	Information
1	Name of Firm	
2	Name of the owner/Proprietor	
3	Complete Postal Address	
4	Firm Registration No	
5	E Mail	
6	Land Line No	
7	Website (If Any)	
8	Mobile No	
9	GST No (Enclose Registration Copy)	
10	TIN No (Enclose Registration Copy)	
11	PAN No of the Firm/Owner (Enclose copy)	
12	EPF Registration No	
13	ESI Registration No	
14	GeM Registration No (If Any)	
15	Current Bank Account No	
16	Bank Name & Address	
17	IFSC Code	

18. Product/Items/Services/Category for which Registration is applied for :-

Ser No	Name of the Product/ Service	Whether Original Manufacturer/ Authorized Agent or Distributor or Dealer/GeM Registered Firm	Remarks
a			
b			
c			
d			

(In case of supplier please enclosed authorized of your manufacturer/authorized dealer/supplier/contractors certificate/ OEM Certificate)

19. Details of Experience & Place of work during the last 03 years.

Ser No	Institute Where rendered service/supplied articles	Year	Remarks if any
a			
b			
c			
d			

Note :-

1. The Firm must have sound solvency status and must have valid license/Permission of the competent authority for which registration has applied TIN/PAN and GST number is compulsory. Preference may be given to the firms providing the following documents.

- (a) Audited Copies of the Balance sheet of preceding last three financial years.
- (b) Income tax clearance certificate of the preceding last three financial years.
- (c) Certificate of credit/solvency certificate from the bank.

2. The school reserves the right of empanelment / cancellation of the suppliers/ firm/service provider from its approved lists as its absolute discretion without assigned any reasons.

UNDERTAKING

I (Mr/Mrs. _____) Proprietor of M/S _____
 _____ do hereby undertake that the information furnished is correct to the best of my knowledge and belief . In case of any information/and/or supporting document furnished by me is found to be incorrect/fake, the offer of my contract may be treated as null and void and hence cancelled. I shall provide prompt service following the best and fair practice

Signature

Place :

Name of Proprietor _____

Date :

Seal of the Firm _____