
Advertisement No./NITRR/Tender/2009/ 3470

Raipur, Dated:19.01.2010

REGISTRATION OF VENDORS

1. **Director, NIT, Raipur** invites applications from eligible vendors/ suppliers for inclusion of their names in the Register of '**Approved Vendors**' for items as listed in institute website www.nitr.ac.in.
2. No registration as general order supplier will be made.
3. Application from the prospective Vendors/Suppliers clearly indicating the range of stores for which registration is sought (Stockiest/ Authorized dealers/ Distributor) along with the relevant documents to reach **Registrar NIT, Raipur, G.E. Road Raipur- 492010**. Registration, if accorded after due verification, will be valid for a period of three years. Format for application for registration can be obtained from website www.nitr.ac.in.
4. **Director, NIT, Raipur** reserves the right to **accept / register / reject** any application, without assigning any reason thereof and her decision will be final and binding on all applicants. Only approved list of eligible Vendors will be intimated and no correspondence will be made with others.
5. Registration form to be submitted by **15 Feb. 2010** at **1300 Hrs.** to **Registrar, NIT, Raipur**. Envelope to be superscribed as "**Application for Registration of Vendors**". Registration forms received late will not be considered. Director, NIT, Raipur will not be responsible for any postal delay.

Registrar
NIT Raipur

To,

The Director
NIT, Raipur
G. E. Road
Raipur- 492 010

Photograph of the Proprietor/
Principal/Partner

Application for Registration

You are required to submit information as per format below for enlistment as approved Vendor.

1. Name of the Firm
2. Classification of the firm whether
Proprietorship/Partnership/Joint Stock
Company / Private Ltd. co. / Public Limited Co.
3. Name of the Proprietor (in block letters) &
Date of birth
4. Present address of the firm with Phone No./
Fax No./E-mail/mobile No., if any
5. Permanent address of the firm
6. Nature of stores to be dealt with
7.
 - a) Financial capability (in rupees)
 - b) Annual turn over
 - c) Whether company's balance sheet is audited,
if yes, enclose audited balance sheet of last two
years duly authenticated by CA.
8. Name & address of Banker
 - a) Solvency certificate form Banker
 - b) Over draft/Bank guarantee facilities

9. Registration/Trade License No. & date
(Attested copy to be enclosed)
- a) Documentary Proof of being an Income Tax
Payee as on 31 MAR 09
 - b) TIN No.
 - c) Central Sales Tax Registration Certificate
with Registration No. valid as on 31 MAR 09
10. a) Current Income Tax Clearance Certificate
(attested copy to be enclosed) Valid as on 31 Mar 08
- b) Current Sales Tax Clearance Certificate
(attested copy to be enclosed) valid as on 31 mar 09
 - c) Attested copy of Drug Licence, if you deal
with medicine.
11. Experience with credentials (documents, if any,
to be enclosed)
12. Whether it is a Production Unit, if yes, please
Specify location & area
- a) Excise Registration Certificate
 - b) Excise Clearance for last two years.
- No. of skilled, semi-skilled & unskilled Employees
- No. of qualified engineer/diploma engineer
- List of machineries available
13. Whether you are having a Permanent Account:
No. if yes, mention the Ward No, Circle No./
Commissioner of Income Tax under which
you are registered

14. If already registered with any Central Govt.
department or with DGS&D during last two years,
then full details thereof (including range of Stores)
15. List of customers (Central Govt./P.S.U.S./Govt. autonomous Institutes)

Specimen signature of the
Proprietor/Authorized Partner

DECLARATION

I do hereby declare that all particulars furnished by me are true and correct to the best of my knowledge.

Enclo: