



## VENDOR REGISTRATION FORMAT

- 1) Firm Name M/s \_\_\_\_\_
- 2) Address \_\_\_\_\_  
\_\_\_\_\_
- 3) a) Telephone No. \_\_\_\_\_  
b) Fax No. \_\_\_\_\_  
c) E-Mail \_\_\_\_\_  
d) Mobile No. \_\_\_\_\_  
e) PAN No. \_\_\_\_\_
- 4) Contact Person \_\_\_\_\_
- 5) Whether the firm has GST Registration: (Yes / No)
- 6) If Yes, specify GSTN No. \_\_\_\_\_
- 7) Total Turnover of Last 3 Years (**Proof to be attached**): Rs. \_\_\_\_\_
- 8) Whether Manufacturer / C&F / Distributor / Dealer / Whole Seller (**Please enclosed proof**)
- 9) Dealing Items / Services  
(i) \_\_\_\_\_  
(ii) \_\_\_\_\_  
(iii) \_\_\_\_\_  
**(Please specify Item / Categories as mentioned in the Tender Notice. If more than 3 Items / Categories, please use separate sheet)**
- 10) Whether Items / Services proposed to be provided conform to:  
(i) P.F.A. Standards \_\_\_\_\_  
(ii) BIS / ISI / Agmark / ISO Standards \_\_\_\_\_  
(iii) Others \_\_\_\_\_  
**(If Yes, furnish Proof)**
- 11) No. of years in present business \_\_\_\_\_ years
- 12) Are you able to supply material F.O.R. Engineering Stores / Non-Engineering Stores, Katra (J&K): (Yes / No)  
**(Preference shall be given to F.O.R. supplies)**  
If No, then your preferred place of delivery of goods \_\_\_\_\_
- 13) Rates to be provided from time to time against our Purchase Enquiries shall remain valid upto \_\_\_\_\_ days
- 14) Delivery Period required against confirmed orders \_\_\_\_\_ days
- 15) Please indicate Major Buyers / Institutions dealing in Products / Services of your concern:  
(i) \_\_\_\_\_  
(ii) \_\_\_\_\_  
(iii) \_\_\_\_\_  
**(If required, please attach separate sheet)**
- 16) It may be noted that at the time of issue of Rate Contract a Security Deposit in the shape of CDR for appropriate amount may have to be furnished.

Dated \_\_\_\_\_

SIGNATURE WITH STAMP

(For Office Use)

Received an application for registration from Mr. / Mrs. / Miss/ M/s \_\_\_\_\_  
\_\_\_\_\_ under Items / Categories.

(AUTHORIZED SIGNATORY)





**Office of the Chief Executive Officer  
Shri Mata Vaishno Devi Shrine Board, Katra**

**Sir,**

You are requested to submit the following documents to this office, so that Registration Number is issued in your favour:

- I Xerox copy of Your PAN No.
- II Xerox copy of your GST No.
- III Xerox copy of 3-4 Supply Order placed by the various agencies in your favour.
- IV Xerox copy of your Manufacture / Distributor Certificate of your products.
- V Xerox copy of your Turnover (Last 3 Financial Year).
- VI Demand Draft of Rs.200/- of any schedule Bank in favour of the Chief Account Officer, Shri Mata Vaishno Devi Shrine Board, Katra as Registration Fee.

**For further clarifications, please feel free to contact at 01991-232167 / 232189 (Tele-Fax) Or E-mail us at [purchasesec@maavaishnodevi.net](mailto:purchasesec@maavaishnodevi.net) or [helpdesk@maavaishnodevi.org](mailto:helpdesk@maavaishnodevi.org)**