

APPLICATION FORM FOR VENDOR REGISTRATION (Plan my FLOOR)

1. Name of the Company/ Firm : _____
2. (a) Head Office/Registered Office : _____
- Telephone No. : _____
- Fax No. : _____
- Email : _____
- Web site (if any) : _____
- Date of Establishment : _____
- (b) Branch Office in Delhi-NCR/, if any : _____
- Telephone No. : _____
- Fax No. : _____
3. Name of Chief Executive / Proprietor /Partners : _____
- Telephone No. : _____
- Fax No. : _____
- Email : _____
4. Name of Contact Person : _____
- Telephone No. : _____
- Fax No. : _____
- Email : _____
5. Type of Organization (i.e. Proprietary/Partnership/ : _____
Private Limited Company/Public Limited Company/
Public Sector)
6. Name of Business (i.e. Manufacturing/Dealership : _____
Service Provider/Stockiest/ Others)
7. Details of category of Items/Services for which : _____
Registration is sought

8. Audited Annual Turnover and Profit/Loss during last 3 years

Sl. No	Financial Year	Audited Turnover (inRs.)	Audited Profit (inRs.)	Audited Loss (inRs.)
(a)	2016-17			
(b)	2017-18			
(c)	2018-19			

9. Details of Major Customers.

Name of Autonomous institution/ Government departments/ Major Public sector undertaking / Research and Development institutions where your Firm is registered:

S.No.	Name of the Institution	Empanelled For	Contact Name	Contact Number
(a)				
(b)				
(c)				

9. Details of Major Orders.

Details of last 03 Biggest order in Current Financial Year and Completion Certificate:

S.No.	Nature of work	Order Value	Completed /Running	Date of Awarding and Completion of Order
(a)				
(b)				
(c)				

DECLARATION BY VENDOR

I confirm that

(a) No employee or direct relation of any employee of Plan my FLOOR is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.

(b) The information furnished is correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief Executive)

Place:

Date:

Name-----
(In Capital Letter)

Note: - The following supporting documents, as applicable will be kept ready by the respective vendors aspiring to be registered/empaneled for submission to Plan my FLOOR later after shortlisting:

(a)	Trade License in case of Proprietary	(b)	Partnership Deed, Trade License, Registration Certificate from Registrar of Firms in case of Partnership
(c)	Certificate of Incorporation, Memorandum & Articles of Association in case of Private Limited Company	(d)	Certificate of Registration in case of Public Limited Company
(e)	Trade License in case of Public Sector	(f)	GST/VAT Registration
(g)	State Sales Tax Registration	(h)	Excise Registration
(i)	Proof of Registration of the Firm/ Establishment/Factory License	(j)	Service Tax Certificate
(k)	PAN Card	(l)	DGS&D/NCCF Certificate
(m)	Authorization Certificate of current dealership Agreement with Principal (along with SSI/NSIC Certificate, if any)	(n)	Relevant ISO Certificate, if any
(o)	Proof of Registration with any Central Govt. Organization (i.e. PWD, CPWD, CSEB or equivalent) for civil and electrical Contractors	(p)	Purchase Orders issued by any Central Govt. Organization
(q)	Proof of audited annual turnover & Profit/Loss of last three years	(r)	TIN No
(s)	Any Other Certificate		