

**Jawaharlal Nehru Aluminium Research Development And Design Centre, Nagpur**

No. 505/JNARDDC/S&P/2011 dt. 14.07.2020

Vendor Registration in JNARDDC

**For Office Use :**

Vender No. \_\_\_\_\_

**Form for Registration of Vendors in JNARDDC, Nagpur**

**[ Form to be submitted in duplicate with one set of enclosures ]**

**Part –I**

1. Name of Company : \_\_\_\_\_

2. Nature of company : \_\_\_\_\_

(Proprietary / Partnership / Private Ltd. Co. / Public Ltd. Co / Others.) (attach Certificate)

3. Registered Office & : \_\_\_\_\_

Address with pin code \_\_\_\_\_

\_\_\_\_\_

4. Telephone & Mobile No. \_\_\_\_\_

5. Fax No. : \_\_\_\_\_

6. E-mail address : \_\_\_\_\_

7. Website (if any) : \_\_\_\_\_

8. Details of Contact persons : \_\_\_\_\_

\_\_\_\_\_

9. Nature of Business : Manufacturing / Service / Dealership / Stockist / Indian / Agent / Indian Branch Office / Repair & Maintenance / Fabrication / Others(pl. specify): \_\_\_\_\_

10. Class / Type of Product / Materials manufactured / Sold / Serviced / Fabricated :

(Kindly mention any category / categories Others(pl. specify)) : \_\_\_\_\_

\_\_\_\_\_

(Eg. Scientific Equipment / Analytical Instruments / Chemicals / Glassware / Gases / Servicing and maintenance of instruments, equipments etc. / Computers / Computer peripherals / Office automation products / Electrical and electronic instruments / Air Conditioners, Water Coolers Electrical items / Electronics / Office consumables / Computer consumables / Cleaning materials / Stationery / Printing / Plumbing materials / Hardware, Tools items / Pipes & tubes / Photographic consumables / Pharmaceuticals / Fabricators / Civil Works / Others- pl. specify.)

**Jawaharlal Nehru Aluminium Research Development And Design Centre, Nagpur**

No. 505/JNARDDC/S&P/2011 dt. 14/07/2020

Vendor Registration in JNARDDC

**Part-II Commercial Information**

1. Permanent Account No. (PAN): \_\_\_\_\_ [ **MANDATORY** ]

(Attach PAN copy)

2. Business Registration No. : \_\_\_\_\_ [ **MANDATORY** ]

(Attach copy of shop & registration certificate / other relevant regn. Certificate of the firm)

3. GST Registration : \_\_\_\_\_ (If applicable)

(Attach certificate copy)

4. Name and address of your Bankers \_\_\_\_\_

With Account Number \_\_\_\_\_

5. Copy of Income Tax Return of last 2 years : \_\_\_\_\_

6. Annual Turnover of last 2 years : \_\_\_\_\_ : \_\_\_\_\_

7. Copy of authorized distributorship / dealership: \_\_\_\_\_

8. Any other relevant information : \_\_\_\_\_

---

---

---

---

**Jawaharlal Nehru Aluminium Research Development And Design Centre, Nagpur**

No. 505/JNARDDC/S&P/2011 dt. 14/07/2020

Vendor Registration in JNARDDC

**Part III – Technical Information**

1. Details of Products manufactured / sold/ serviced / Services provided :

**(Encl. copy of few supply orders)**

---

---

---

---

---

---

---

---

---

---

**TRADE REFERENCE OF OTHER PARTIES ( FOR THE VERIFICATION OF CREDENTIALS )**

01	<b>Name</b>		<b>Tel.no.</b>	
	<b>Address</b>		<b>Fax No.</b>	
02	<b>Name</b>		<b>Tel.no.</b>	
	<b>Address</b>		<b>Fax No.</b>	

I certify that the information supplied herein including all attached pages / certificates is correct and true to the best of my knowledge.

Authorised signatory

Seal of company : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Place : \_\_\_\_\_ Date : \_\_\_\_\_

**Jawaharlal Nehru Aluminium Research Development And Design Centre, Nagpur**

No. 505/JNARDDC/S&P/2011 dt. 14/07/2020

Vendor Registration in JNARDDC

**Check List**

1. Relevant certificate for Name and address attached : Yes /No
2. Dealership / Authorized agent certificate attached : Yes / No
3. GST certificate attached : Yes / No
4. Permanent account number copy attached : Yes / No
5. Last Income Tax Return attached : Yes / No
6. Catalogues / Technical brochures for relevant categories attached : Yes / No
7. Company Profile : Yes / No
8. Order copies of major customers attached : Yes / No

Authorised signatory

Seal of company : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Place : \_\_\_\_\_ Date : \_\_\_\_\_

1. All vendors should note that Registration would be valid for a period of **5 (five) years** with periodic review. However, JNARDDC reserves its right to extend / terminate this time limit at it's discretion.

2. Manufacturers / Distributors with ISI Registration / Certificate under International standards like ISO will be given preference.

3. Details like PAN, GST (as applicable) should be enclosed. Vendors not furnishing such certificates will not be considered for registration.

4. Vendors who are authorized dealers to sell products should attach their dealership certificate with details like period of dealership etc. Vendors who are authorized dealers will be preferred to general order suppliers.

5. Manufacturers, Indian agents, Indian representatives of Foreign principals for scientific instruments / Computers and peripherals / Office automation equipment must give full details of service facility available at Nagpur or at least in India. The availability of spares / trained service personnel / warranty terms etc. must also be mentioned.

6. All vendors should attach proof of supplies to their major customers etc. along with the application. Manufacturers / Authorised dealers / Indian agent of Foreign Principals must attach relevant catalogues / technical literature for the Products they are requesting registration. Request for registration without the enclosure will be rejected summarily.

7. Vendors may kindly note that there is a one-time registration fee of Rs.1000/- only.

**8. Filled in application form (in duplicate) with one set of enclosures and one-time registration fee of Rs.1000/- in cash or DD in favour of "JNARDDC, NAGPUR" payable at Nagpur** should be sent to the "Asst. Admin. Officer, Jawaharlal Nehru Aluminium Research Development and Design Centre, Opp. Wadi Police Station, Amravati Road, Nagpur -440 023 by Post / Courier / by personal delivery. **Applications sent to e-mail fax etc. will not be considered.**

9. Director, JNARDDC reserves the right to accept or reject any vendor.