Specimen Application

Application for Registration as a Supplier -Goods/ Services / Works- 2027 (Ref: SEA/PD/RS/2026)

Goods – ☐ Services - ☐ Works - ☐

01. Name of the Business : ……..

……..

02. Address : ……...

……

03. Description of Supplies/Services for which registration is sought

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04. Item No. of the Goods/Services/Works : ……

05. Name of the Proprietor/Partner : ……

06. Telephone No. : ……

06.1. Fax No. : ……..

06.2. E-mail address: ……

07. Name of the Bankers : ……

08. Business Registration Number & Date : ……..
(Copy to be attached)

09. Vat Registration No. : …… N.B.T. Registration No:……
(Copy of the certificate(s) to be attached)

10. Category of Business:……
Importer/Agent/Manufacturer/Distributor
(Specify the details including company name)

11. Period for which credit facilities could be given:……

Conditions

01. The Chairman has the right to reject any or all applications received or to remove any supplier from the registered list.

02. The names of suppliers who fail to deliver the supplies, provide the services & works promptly and or fail to carry out the work to the satisfaction of the Authority or who supply substandard items/services will be removed from the registered list of suppliers without notice and will be black listed.

03. Quotation will be called from registered suppliers only. However the Chairman of the Authority reserves the right to call for quotations from unregistered suppliers too, as and when necessary.

I/We agree to register as a Supplier/ Service Provider/ Work Contractor and to perform as per the conditions mentioned above.

Date ……

(With rubber stamp)

……

Signature of the Applicant