

# REGISTRATION

The firms for the liveries, repairs, services & supply of furniture and equipment (excluding lab equipments) will be registered in the Central Purchase Office.

(The registration of the firms supplying lab equipments, chemicals, medicines glasswares etc. will be made by the department concerned)

- 01- Name of the Supplier / Firm : .....
- 02- Address : .....
- 03- E.MAIL Address : .....
- 04- Status of applicant firm : .....
- a) Date of Incorporation : .....
- b) Date of Commencement of Businesses : .....
- c) Constitution of the firm : .....
- 05- Telephone No : .....
- 06- Name of the Proprietor / Partners : .....
- 07- Address : .....
- 08- Phone No : .....

09- Stores for which registration is sought

Sl.No	Brief descriptions	Model / Brand
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

- 10- (i) Sales / Trade Tax Registration No : .....
- (ii) Income Tax GIR / PAN No : .....

11- Category of Supplier (Please put a mark in the relevant box)

- (i) Small Scale Sector
- (ii) Public Sector Under taking
- (iii) Large Scale Sector

(Supporting Document should be enclosed)

12- Supplier is registered with

(i) NSIC

(ii) DGS&D

(iii) Any Other Govt.Org.

(Mention the Name)

(Supporting Document should be enclosed)

13- Authorized dealer / distributor of

(i)

(ii)

(iii)

(iv)

(v)

(vi)

(Enclosed copy of the Certificate)

14- Technical Capacity

(i) Names, designations and qualifications of the technical persons engaged.

(a)

(b)

(c)

(d)

(e)

(f)

(g)

(h)

(i)

(j)

(ii) Details of the machinery used

S.No.	Name of the machine	Cost Rs.	Purpose
a.			
b.			
c.			
d.			
e.			
f.			
g.			

h.			
i.			
j.			

(iii) Production Capacity of each item with the existing plant & machinery.

.....  
.....  
.....  
.....  
.....

15- If the products require after sales service, give names and addresses of places where such facilities are available.

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.....  
.....  
.....  
.....

16- Financial Soundness

- (i) Name and address of the Bankers (Indicate account no. with each bank and submit bankers report in original as per proforma in annexure-I)
- (ii) Annual Turnover for last three years duly supported with relevant balance sheet.

17- Details of the past supplies made during the last 3 years, for which registration has been sought, in proforma as in Annexure II.

**Authorized Signatory  
With name & Seal**

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FOR OFFICE USE

All the above entries / document have been checked and found in order.

**Dealing Assistant / Section Officer (A/c)**

Recommended for registration

**AFO (P) / DFO (P)**

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Allowed the Registration

**F.O**

REGISTERED AT S.No.....date.....for 3 years.

Section Officer (A/c)

**NOTES:**

- (1) The firm will be responsible for all the contractual obligations including quality aspects, replacement of parts / items and warranty / guarantee obligations.
- (2) The firm will be responsible for providing after sale service where necessary.
- (3) All the Annexure / Enclosures / Documents supporting the application should be authenticated under signatures of the applicant with the seal of the firm.
- (4) This form is to be accompanied by the statement / declaration etc. the applications with incomplete information / documents are liable to be rejected.
- (5) Application form fee of Rs. 100/- (one hundred) may be deposited in the Cash Section, Central Account Office, Aligarh Muslim University, Aligarh under the head "Registration fee" (Code No.4DE09422) And the original copy of the cash receipt may be attached with the application form.

**OR**

Demand Draft for Rs.100/- payable to the "Finance Officer, AMU, Aligarh" may be attached with the application form.

- (6) A processing fee Rs.5000+service tax and educational cess as applicable (Presently @12.36%) ie. Rs. 5618/- for non SSI Unit, Rs 3500+service tax & educational cess as applicable (Presently @ 12.36%) ie. Rs. 3933 for SSI Unit irrespective of category of registration may be deposited in the cash section, Central Accounts Office, Aligarh Muslim University, Aligarh under the head \_\_\_\_\_ and the original cash receipt may be attached with the application form

**OR**

Demand draft payable in the name of the "Finance Officer, AMU, Aligarh" for Rs.5618/- for non SSI Unit or Rs. 3933/- for SSI unit may be attached with the application form.

- (7) Notarized copy of permanent SSI certificate for SSI unit or copy of acknowledgement of the memorandum submitted to SIA of Ministry of Industry for Non-SSI unit may be attached with the application form.
- (8) Statement of profit & Loss and Balance sheet for the last three years may be attached with the application form.
- (9) Notarized copy of general power of attorney in favour of the person signing the application as authorized signatory.
- (10) Bankers report giving details of financial status of the applicant firm as per proforma Annexure I .

- (11) Performance statement as per proforma Annexure-II of the application
- (12) List of plant & machinery installed.
- (13) List of technical personal employed in production and services.
- (14) Item for which registration required with detailed specification.
- (15) Write –up on quality control measurement adopted by the firm for ensuring quality of raw material bought out item for assembly and subassembly and in process and finished product quality control.
- (16) List of quality control equipment and testing facility available in factory.
- (17) Document proof of the status of the firm:
  - (a) For the limited Companies / Industrial cooperatives.
    - (i) Copy of memorandum and Articles of Association duly notarized.
    - (ii) Signed copy certificate of Incorporation authenticated by Notary public.
  - (b) Partnership firms.
    - (i) Copy of partnership deed duly authenticated by notary public.
    - (ii) Power of attorney in respect of partner, if any, duly notarized.
    - (iii) Certified copy of entry form A – or equipment from the register of firm, duly notarized.
- (18) List of raw materials and finished goods is stock.
- (19) Copy of registration certificate if registered with NSIC / any other Govt. Organization.
- (20) List of places where after sales service facilities (if applicable) are available

Deposit / bid security with their tenders. A ministry / department may also register suppliers of goods.

**PROFORMA FOR BANKER'S REPORT**

(To be submitted on the Bankers' letterhead)

Finance Officer,  
A.M.U., Aligarh.

Sub: Financial credibility report in respect of  
M/s .....(name of the firm with address)  
for the purpose of registration with  
Directorate General of Supplies & Disposals, New Delhi

Sir,

This is to certify that M/s

.....

(name of the firm with address) are maintaining Current/Saving  
Account

No..... with this bank branch for the last.....years. The  
firm

has been provided with a credit limit of Rs.....

This is further certified that their account with this bank has  
been

operated in a satisfactory manner.

Yours faithfully  
( )  
Chief Manager  
Bank/Branch with seal

PERFORMANCE STATEMENT  
(FOR LAST 3 YEARS WITH GOVT./SEMI-GOVT./ LIMITED COMPANIES)

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Sl No.	Purchaser	P.O.No. & date	Brief description	Qty.of Store	Value	Qty. Supl.	Inspecting authority	Satisfactory letter of purchaser if any
1	2	3	4	5	6	7	8	9

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Authorised Signatory (ies)  
with seal & Name