

Annexure-II

Important Note to New Vendors

The new vendors will be required to furnish the following documentary proof/ information along with their offers:

1. Certificate of registration to sell the items mentioned in the enquiry (copy of certificate to be submitted).
2. Banker's information (copy of bank pass book first page to be submitted).
3. MSE vendor certificate (if applicable).
4. Address of your organization (complete postal address with PINCODE).
5. Contact person's Phone No. /Mobile No. / FAX No. /E-mail ID.
6. Statutory documents – GST certificate etc. (copy to be furnished)
7. NSIC/SSI Certificate (if applicable)
8. ISO Certificate (if applicable)
9. Experience certificate as proof of supply of similar items to any Govt. agencies / PSU /
 - a. Organisations (copy of PO's to be furnished).
10. Copy of audited balance sheets for past 3 consecutive years along with IT returns.
11. Agency agreement with manufacturer (if applicable)
12. Partnership Deed (if applicable).

The new vendors have to submit the above documentary proof/information for consideration of their offer.