

APPLICATION FORM

(For Registration / Empanelment of Vendors for Supply of Goods (T.M.)

Note - 1. Please read the Instructions, Discount Policy, Terms & Conditions, etc., carefully before filling in this Form.
2. Strike off whichever is not applicable

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|--|--------------------------|---|--------------------------|--------------------------|-------------|--------------------------|
| 1. Name of the Firm | : | | | | | |
| 2. Address(s) of Head Office & Branches | : | | | | | |
| 3. Telephone No. Mobile No. | : | | | | | |
| 4. E-mail Address | : | | | | | |
| 5. Fax No. | : | | | | | |
| 6. Website Address | : | | | | | |
| 7. Kind of Proprietorship (Please <input type="checkbox"/>) | : | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">(i) Partners</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 30%;">(ii) Single</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> </table> | (i) Partners | <input type="checkbox"/> | (ii) Single | <input type="checkbox"/> |
| (i) Partners | <input type="checkbox"/> | (ii) Single | <input type="checkbox"/> | | | |
| (i) Name and address of Director /Managing Director / Proprietor(s) | : | Name: Address: | | | | |
| (ii) If a partnership, then the name and address of the partner(s) | : | Name: Address: | | | | |

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| <p>8. Year of Starting of the Firm with Registration Number and Date PAN/TAN No.</p> | : | |
| <p>9.</p> | : | |
| <p>10. Please provide details of your firm's Sales Tax Registration No. (Attach the copies of GST, CST Certificate)</p> | : | |
| <p>11. Do you have a Direct Import License (Please <input type="checkbox"/>) (If YES, please attach a copy of the same)</p> | : | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <p>12. DD No., Date & Amount (Vendor Registration Fee of Rs-5,000.00/-)</p> | : | |
| <p>13. Bank Details (A certificate issued by the bank may be attached)</p> | | |
| <p>i. Name of the Bank</p> | : | |
| <p>ii. Address</p> | : | |
| <p>iii. Name of the Account Holder</p> | : | |
| <p>iv. Bank Account No.</p> | : | |
| <p>v. IFSC code</p> | : | |
| <p>vi. MICR code</p> | : | |
| <p>vii. Date of Opening of Account</p> | : | |

viii. Type of Account
(Savings/Current)

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16. Is the firm an Income Tax Payee? If so, please attach one copy of each of the Income Tax returns for the last three consecutive years and also a copy of the PAN card of the partners/owners.

17. Please provide details of the firm's Annual Turnover for the last three consecutive years with Documentary evidence.

18. Please provide an affidavit undertaking on a non-judicial stamp paper of Rs. 100/- for declaration not having been black-listed for the previous Three (03) years by any of the Institutes in India.

DECLARATION(s)

- 1.** I/We _____ (name of Partner/Proprietor/Shareholder(s)) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney.
- 2.** I/We also hereby declare that all matters related to FDDI Hyderabad shall be treated as confidential and no information shall be passed on to any unauthorized person without the Competent Authority's written permission.
- 3.** Mr./Mrs. _____ whose signatures are given below, is an Authorized Representative(s) of this firm.
- 4.** I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, bank details, etc., affecting the accuracy of the facts stated above.
- 5.** I/We assure you that if empanelled, the firm will serve the Institute for a period of Three years.
- 6.** I/We have read and understood the Terms and Conditions, of supply of FDDI Hyderabad as mentioned in the document and consciously agree to abide by them.

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| Signature of Partners/Proprietors | : | |
| Date & Place | : | |
| Signature of the representative of the firm (with Firm's Seal & Contact Number) | : | |
| Authorized Signature of Vendor/Supplier with Stamp | : | |
| Date & Place | : | |

Check List for the Vendor Registration

(The attached documents must be arranged in the following order)

- i. Demand Draft of Rs.-1,000.00/- (One Thousand Only) in favour of the FDDI, payable at Hyderabad as the Vendor Registration Fee.
- ii. Application Form.
- iii. Signed Copy of Instructions (Annexure-I), (Annexure- II).
- iv. Government e-Marketplace (GeM) portal registration certificate.(If any)
- v. ITR of last Three (03) Financial Years – (FY 2022-23, 2023-24, 2024-25).if any
- vi. Please provide details of the annual turnover of the firm for the last three consecutive years with documentary evidence.
- vii. Details of your firm's Goods and Services Tax Number, along with a copy of the GST Certificate.
- viii. The copy of the PAN Card.
- ix. Audited copy of the firm's annual balance sheet for the last three financial years.
- x. One (01) references of the reputed Institute/Organization(s) with whom you are already supplied the Goods, such as Institute of National Importance, Government Established Research Laboratories (IITs, IISc, NITs, IIMs, CSIR Labs, JNU, ICMR, PSUs, MNCs, NIFT, and NID, FDDI) or any.
- xi. Please provide an affidavit undertaking on a non-judicial stamp paper of Rs. 100/- for declaration not having been black-listed for three (03) years.**