



Saraswat Education Society's
Sridora Caculo College of Commerce & Management
Studies

Registration Process:

- a. The Service providers / suppliers have to fill the registration form as per annexure "1" along with required documents as per annexure "2" and send it in a sealed envelope, addressed to The Principal, Saraswat Education Society's Sridora Caculo College of Commerce & Management Studies, Telang Nagar, Khorlim, Mapusa, Goa – 403507. Please write "APPLICATION FOR EMAPANELMENT" on the top of the envelope.
 - b. Last date of submission shall be 20th December 2023.
 - c. The S.E.S.'s Sridora Caculo College of Com. & M.S. will verify all the applications and will shortlist the Vendors and communicate the same to the Registered Vendors as per its requirements.
 - d. Once empanelled, the S.E.S.'s Sridora Caculo College of Com. & M.S. may obtain quotations from the Registered Vendors and place orders as per its requirements.
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Annexure "1"

SUPPLIERS/ VENDORS/ SERVICE PROVIDERS REGISTRATION FORM

Name of the business		
Type (whether proprietary/ Partnership/ LLP/ Pvt. Ltd., / Public Ltd., etc.)		
Office address:		
Contact person name & designation		
Telephone no		
E-mail		
Category of vendor (Please tick whichever is applicable)	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorized stockiest
	<input type="checkbox"/> Converters/ assemblers	<input type="checkbox"/> Supplier/distributor
	<input type="checkbox"/> Dealer	<input type="checkbox"/> Service Provider
	Others _____	
GST Number		
Permanent Account Number (PAN)		

Bank Name	
Branch	
Account number	
Beneficiary Name	
IFSC	
Category/ Categories applied for Empanelment	
Minimum Credit Period Offered (Ideally 30 days)	
Experience in the business (No of Years)	

DECLARATION

- a. This registration shall not bind S.E.S.'s Sridora Caculo College of Com. & M.S. to give any priority or preference in the issue of any tenders / enquiries and placements of purchase orders.
- b.I/ We declare that the information furnished above is true to the best of my / our knowledge.
- c. I/ We have gone through each & every terms & conditions written in the document provided with the vendor registration form. I/We declare that all the terms & conditions of S.E.S.'s Sridora Caculo College of Com. & M.S. are acceptable to me / us.
- d. I/We agree that the payment will be made after delivery, installation, inspections and submission of duly signed Invoices along with necessary supporting documents and fulfilling other terms and conditions as required by S.E.S.'s Sridora Caculo College of Com. & M.S..

Signature:

Name:

Designation:

Date:

Annexure “2”: List of Supporting Documents

The following documents duly **SELF ATTESTED** should be submitted with the registration form:

- a. Copy of PAN Card. (**Compulsory**)
- b. Copy of Bank Details including Bank Name, Beneficiary Name, Account number, IFSC i.e Cancelled cheque/ first page of bank statement/passbook. (**Compulsory**)
- c. Copy of GST registration Certificate. (**Compulsory if GST Registered**)
- d. Copy of Memorandum and Article of Association/ Certificate of Incorporation for Companies, Partnership Deed /Registration Certificate issued by the Registrar of Firms for Partnership Firms, LLP Deed/ Certificate of Incorporation for LLP as applicable.
- e. Copy of Shop and Establishment/Trade License / Factory License etc. as applicable.
- f. Copy of relevant ISO certificates, if available.
- g. Copy of EPF, ESIC Registration, as applicable.
- h. Brief Profile of the Business.
- i. Proof of past work experience.
- j. List of Goods and Services presently offered, price lists, brochures etc.
- k. All other relevant documents as applicable to your nature of business, applicable Govt. Licenses and Registration Certificates.