



दक्षिण बिहार केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) PIN- 824236

Tender Advt. No. : CUSB/PSD/EE/Empanelment/T/18/2024-25

Date: 14/11/2024

TENDER FOR

“EMPANELMENT OF CONTRACTORS/SUPPLIERS FOR

CIVIL, ELECTRICAL & ARCHITECTURAL WORKS”

AT

CENTRAL UNIVERSITY OF SOUTH BIHAR, GAYA



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EMPANELMENT OF CONTRACTORS/SUPPLIERS FOR CIVIL, ELECTRICAL & ARCHITECTURAL WORKS

1.	Tender No.	:	CUSB/PSD/EE/Empanelment/T/18/2024-25 Date : 14/11/2024
2.	Name	:	Empanelment Of Contractors/Suppliers for Civil, Electrical & Architectural works
3.	Registration fee (<i>non-refundable</i>)	:	Rs 1,000/- for each category in the form of Demand Draft drawn in favour of Central University of South Bihar payable at Gaya
4.	Security Deposit (Refundable)	:	Rs 25,000/- for each category in the form of Demand Draft drawn in favour of Central University of South Bihar payable at Gaya
5.	Validity of Empanelment	:	Three (03) Years
6.	Date of issue	:	14/11/2024
7.	Last date & Time for submission of documents	:	13/12/2024 at 04:00 PM
8.	Date and Time of opening of documents	:	13/12/2024 at 04:30 PM
8.	Address for submission of application	:	The Registrar , (Tender Document) Central University of South Bihar, NH- 120, Gaya- Panchanpur Road, Gaya - 824 236 (Bihar)

Bidders are advised to regularly check our website (www.cusb.ac.in) for any corrigendum/ amendments.
All pages of tender document should be signed by the Applicant.

Registrar

Central University of South Bihar, Gaya

1. GENERAL TERMS & CONDITION

1.1 Applications are invited for “*Empanelment of Contractors/ Suppliers for Civil, Electrical & Architectural Works*” from any individual, sole proprietorship firm, partnership firm, public limited company, cooperative labour and construction society **for execution of works up to Rs. 10 lakhs**. The empanelled contractors have to abide by all the instructions made herein and as amended from time to time during the empanelment.

2. ELIGIBILITY CRITERIA

2.1 Interested contractors/ suppliers will be required to fulfill the following criteria:

2.1.1 The Firm / Contractor/ Supplier shall be registered with the Govt. of Bihar and/ or Central Government, and any other Autonomous Bodies under Government of India, Semi/ Quasi Govt. Departments as contractor. Experience in reputed private organization and MSME registered Contractor/ Supplier may also apply.

2.1.2 The Firm / Contractor/ Supplier should be registered with **Income Tax** and **GST**. **Audited Balance Sheet** with Profit & Loss Account for the last three years ending March 2024 along with **Bank Solvency Certificate for Rs. 50,000/-** as per Govt. rules & regulations are to be submitted in support of the same.

2.1.3. The Firm / Contractor/ Supplier should have **Average Annual Turnover of Rs. 10 Lakhs** (Rupees Ten Lakh Only) for any of three of last five (05) years ending March 2024.

2.1.4 **The Contractor/ Supplier should have successfully carried out similar type of works as per quoted Category(ies) during the last five years as below:-**

- (a) Five Civil/ Electrical/ Architectural related works with experience certificate costing not less than Rs.1,00,000/-.
Or,
- (b) Three Civil/ Electrical/ Architectural related work with experience certificate costing not less than Rs. 2,50,000/-.
Or,
- (c) One Civil/ Electrical/ Architectural related work with experience certificate costing not less than Rs. 10,00,000/-.

3. SUBMISSION OF APPLICATION

3.1 The completed application for empanelment with necessary documents shall, be submitted in a sealed envelope super scribing thereon “*Tender for Empanelment Of Contractors/Suppliers for Civil, Electrical & Architectural works*” to The Registrar (Tender Document), Central University of South Bihar, NH- 120, Gaya- Panchanpur Road, Gaya – 824236 (Bihar) on or before 16:00 hours on **13/12/2024**.

4. TERMS AND CONDITIONS

- 4.1 The application shall be submitted strictly in the prescribed format along with self-attested supporting documents.
- 4.2 The application shall be signed by the applicant or authorized person(s) on behalf of the applicant organization by enclosing an Authority Letter / Power of Attorney, as the case may be.
- 4.3 If the space in the application is sufficient for furnishing full details, the applicant may give the details on a separate sheet which shall be self-attested.
- 4.4 Application containing false and / or incomplete information will be summarily rejected.
- 4.5 If any information or details furnished by applicants are found in future to be false at any time, the empanelment of such applicant will be cancelled immediately.
- 4.6 The applicant should sign on each page of the application.
- 4.7 Overwriting should be avoided. Corrections, if any, should be made by neatly crossing out, initialing with date and rewriting and appending signature thereof.
- 4.8 CENTRAL UNIVERSITY OF SOUTH BIHAR may approach/ visit the contractor's clients Facilities to verify contractor's general reputation / competence.
- 4.9 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.
- 4.10 Decision of the Registrar, CENTRAL UNIVERSITY OF SOUTH BIHAR in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post and e-mail.
- 4.11 The enlistment of a contractor at CENTRAL UNIVERSITY OF SOUTH BIHAR shall only entitle him to be considered for issue of tender document. It shall not confer any right on him either to be necessarily issued the tender documents or for award of work.
- 4.12 Generally, the routine works at CENTRAL UNIVERSITY OF SOUTH BIHAR will be awarded by calling competitive quotations / tenders from the empanelled contractors including other contractors fulfilling the criteria.
- 4.13 CENTRAL UNIVERSITY OF SOUTH BIHAR reserves the right to call open tenders in which agencies not empanelled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the empanelled contractors under this process meeting the stipulated criteria of tender may also participate.

- 4.14 The empanelment shall be valid for a period of **three years** from the date of enlistment and it can further be extended as per discretion of the Competent Authority of CENTRAL UNIVERSITY OF SOUTH BIHAR subject to satisfactory execution of works entrusted to the contractor and submission of Security Deposit increased time to time by the University.
- 4.15 The empanelled firm is required to keep updated the University about the change of Address, change of the Management etc. from time to time. CENTRAL UNIVERSITY OF SOUTH BIHAR may remove the name of the firms from the empanelled list, if the contracting firm -
- (a) has failed to execute a contract or has executed it unsatisfactorily or
 - (b) is proved to be responsible for defects / lapses in work; or
 - (c) persistently violates any important conditions of the contract; or
 - (d) does not start the work after the same is awarded to him.
 - (e) In case submission of bills for the incomplete works / for the works not carried out by them
 - (f) Or, other similar reasons.
- 4.16 All the documents should be self-attested with company seal. The original documents are to be produced by the applicant on demand for verification.
- 4.17 The contractor/ supplier carrying out the electrical works should have valid electrical license and will be responsible for any mishappening caused due to work executed by the contractor/ supplier.
- 4.18 The applicant shall be responsible for payment of any compensation/ settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement.
- 4.19 The services provided by Firm/ Agency shall be to the entire satisfaction of CENTRAL UNIVERSITY OF SOUTH BIHAR.
- 4.20 The applicant should ascertain the complete work to be undertaken by visiting the site before submission of bid.
- 4.21 Any additional/ extra items required to be executed for the above work may kindly be intimated in advance before the execution of the same and obtain approval of the competent authority and coordinate with AE/ JE during execution of work for any change.
- 4.22 The work shall be carried out as per the specifications included in tender. Where specifications are silent, the decision of Registrar shall be final and binding on the contractor/ supplier.
- 4.23 Any damage done by the contractor/ supplier to any existing item/ any part of the building during the course of execution of work shall be made good by at his own cost.

- 4.24 Only articles classified as "First quality" by the manufacturer shall be used unless otherwise specified or as approved by AE/ JE.
- 4.25 The contractor shall be fully responsible for the safe custody of the material brought at site by him for doing the work and CENTRAL UNIVERSITY OF SOUTH BIHAR will not be responsible whatever the reasons may be thereof.
- 4.26 Statutory deductions will be made as applicable from the bills of contractor/ supplier.
- 4.27 Labour camps are not allowed inside the campus.
- 4.28 Permanent store facility will not be provided on site.
- 4.29 The University will not permit sub-letting of assigned work, negligence and inordinate delay in work.
- 4.30 All sorts of insurance are to be borne by the Contractor/ Supplier with his own cost and risk. The CENTRAL TINIVERSITY OF SOUTH BIHAR authority will not pay extra on this account.
- 4.31 Any type of Transportation, loading/ unloading of materials/ equipment under the scope of contractor/ supplier, the CENTRAL TINIVERSITY OF SOUTH BIHAR will not pay extra on this account.
- 4.32 The eligible contractor/ supplier has to deposit a lump-sum amount of **Rs 25,000/- as Security Deposit** to the CENTRAL TINIVERSITY OF SOUTH BIHAR in the form of demand draft in favour of **Central University of South Bihar** payable at **Gaya**. The above amount will be retained by the University till the validation period of the enlistment. The University may increase/ decrease the Security Deposit amount any time during the enlistment period as per discretion of the Competent Authority of CENTRAL TINIVERSITY OF SOUTH BIHAR.
- 4.33 The Registrar, CENTRAL UNIVERSITY OF SOUTH BIHAR, Gaya reserves the right to accept or reject, any or all the offers submitted in response to this advertisement, squash the empanelment or curtail the validity period without assigning any reasons thereof.

5. **BENEFITS OF REGISTRATION**

- 5.1 The firms registered with CENTRAL UNIVERSITY OF SOUTH BIHAR, Gaya will enjoy the following benefits:
- (a) Tender enquiries against demands for limited tender costing upto Rs 10 Lakhs (Rupees Ten Lakhs Only) which are not advertised are sent to the registered firms/ displayed on the notice board of Engineering Section of the University.
 - (b) In case of advertised tender enquiries, copies of tender notices may be sent to the registered firms giving them advance information to enable them to participate in the Tender.

- 6. SELF-CERTIFIED DOCUMENTS TO BE SUBMITTED WITH THE REGISTRATION FORM**
- 6.1 Past Experience certificates (Completion certificate from Client along with copy of Award letter/ Work Orders/BOQ to be submitted by the bidder.)
 - 6.2 GST & PAN Number certificate.
 - 6.3 Labour License (if applicable).
 - 6.4 Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. (An affidavit in case of sole proprietorship, Partnership deed in case of Partnership firm, Article of Association in case of Private/ Public limited Companies.)
 - 6.5 Solvency certificate (Not older than 6 months from last date of bid submission).
 - 6.6 Average minimum Annual Turnover CA certified Certificate for last 3 consecutive financial years ending 31st March 2022 or 31st March 2023 as per eligibility criteria.
 - 6.7 Valid ESIC/ EPF Registration certificate (if bidder is registered with ESIC/ EPF, then ESIC/ EPF Registration certificate must be submitted. Else self-declaration by bidder for non-applicability of ESIC/ EPF to be submitted).
 - 6.8 Valid Electrical License for Electrical works.
 - 6.9 Bank Details.
 - 6.10 Registration with CPWD/PWD/MES/PSUs etc. (if any)
 - 6.11 A notarized/ self-attested certificate that the vendor hasn't been black listed by any institution of the Central/ State Government / any PSU, University, Institute, etc. in the past three years.
 - 6.12 Duly filled signed stamped Application form as Enclosed.
7. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the firms / agencies/ contractors shall be registered with the CENTRAL UNIVERSITY OF SOUTH BIHAR.
 8. The firms / agencies/contractors will be considered for registration/ Empanelment for an initial period of three years and it can further be extended as per discretion of the Competent Authority subject to satisfactory performance of the firm during initial registration period. The vendor shall be evaluated for performance as per criteria adopted by the University.
 9. After getting all the required fee, information & documents from the applicant, the registration number will be issued to the contractors with the following details:
 - (a) Registration No.
 - (b) Category/ Code No.

10. **DISPUTE REDRESSAL SYSTEM**

- 10.1 In case of any dispute the matter will be referred to Vice Chancellor, Central University of South Bihar and his decision will be final.
- 10.2 Either party, not satisfied with the decision of the Vice Chancellor, may opt for Arbitration under Arbitration & Reconciliation Act, 1996. Appointment of a sole Arbitrator will be done by Vice Chancellor, Central University of South Bihar on request of the aggrieved party within sixty days from the date of request. Arbitrator will be of the rank of serving/ retired Chief Engineer/ Superintending Engineer.
- 10.3 Expenses on account of arbitration will be shared equally by both parties which there exists any condition in writing.

10. CATEGORY OF EMPANELMENT

Work	Particulars/ Items of work
<p>Category-01 : Civil</p>	<p>Civil/ Plumbing/ Piping/ Aluminium/ Gypsum/ other material Partition works/ Carpentry/ MS framing works/ SS/ Structural steel/ Earth works/ Road works/ Painting works/ Miscellaneous repairs/ addition/ alteration works and Pest Control etc. as called for.</p> <p><u>Brief detail of Civil Works includes:-</u></p> <p>Civil Works: (1) Supply of all type of Civil materials (2) Civil repair, maintenance works related to minor water proofing works in buildings and construction of minor structure & other ancillary works (3) Flooring works (4) Finishing works Supplying & fixing of different types of building materials viz. cement, sand, reinforcement, all types of granites, tiles, marbles, kota stone, marble mosaic tiles, all types of precast paver blocks, bricks, centering & shuttering materials, manhole / gully trap chamber cover (5) Repair, maintenance and construction of all types of underground sewer lines, manhole chambers, gully trap chambers, roads & pathways (6) Internal painting / polishing of building and its parts (7) Structural repair works in buildings, water tanks, sumps etc. (8) Repair, maintenance and fabrication of all types of M.S. Grill and sheet works. (9) Minor structural rehabilitation works of buildings.</p> <p>Plumbing and Sanitary works: (1) Supply of all type of Plumbing and Sanitary materials (2) All types of plumbing, sanitary works in the residential / office complex including supply & fixing of plumbing and sanitary materials as per the requirement (3) Repair, maintenance of rain water pipes, Sewerage / stack lines in the duct / other area of the buildings (4) Maintenance of water supply line valves, meter chambers, water meters, foot valves, sewerage system for buildings & other ancillary structures (5) Cleaning of water tanks & U.G. Sumps and disinfecting with chlorine based approved chemicals etc. (6) Removing the deposits from the septic tanks, soak pits and cleaning the underground sewage lines etc. (7) Cleaning the open surface drains clean and free from deposits (8) Bore well work.</p> <p>Carpentry & Interior decoration: (1) Supply of all type of Carpentry materials and interior decorative items (2) Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works (3) Ancillary civil related works in connection with wooden, aluminium or steel works (4) Fixing of all types of glass in doors, wooden or steel windows, (5) Writing inventory no. and name plates (6) All types of wooden works related to interior decoration. (7) Aluminium door and window work, venetian blinds, etc. (8) Door closer, louver window work, floor spring etc., (9) Miscellaneous works pertaining to maintenance of Buildings.</p> <p>Pest Control: (1) Supply and apply of all type of Pest Control related materials, Anti-termite treatment, rodent treatment, insect treatment, etc.</p>

<p>Category-02 : Electrical</p>	<p>Internal And External Electrical Works/ LT/ HT Power distribution system/ Misc. LT/HT wiring/ cabling, repair and servicing of all type of ACs / Fire detection work/ Street light work/ addition /alteration for services works as called for.</p> <p><u>Brief detail of Electrical Works includes:-</u></p> <p>(1)Supply of all type of Electrical Items (2) Wiring for light point / fan point /call bell point / exhaust fan point. (3) Wiring for circuit / sub-main wiring. (4) Supplying and fixing of medium class PVC conduit. (5) Supplying and fixing GI box along with modular base & cover plate for modular switches. (6) Supplying and fixing modular switch / socket on the existing modular plate & switch box. (7) Supplying and fixing of LED fittings /street light fittings etc of all types complete with all accessories. (8) Supplying and fixing of wall fan/ ceiling fan. (9) Laying of PVC insulated and PVC sheathed / XLPE power cable of 1.1 KV grade. (10) Supplying and making End Termination with brass compression gland and lugs. (11) Earthing work (10) Providing and fixing of Copper/G.I. strip on surface or in recess. (12) Supplying and fixing SP DP TP miniature circuit breaker/ Molded Case Circuit Breaker. (13) Repairing & maintenance of VCB & other accessories. (14) Repairing & maintenance of HT/LT Electrical Panel (15) Laying of HT/LT Cables (16) AC repairing works (17) Maintenance of all types of pumps (18) Service and repairing of Transformers (19) Service and maintenance of DG Gen Sets. etc.</p>
<p>Category-03 : Architectural</p>	<p>Architectural works and preparation of Drawings.</p> <p><u>Brief detail of Architectural Works includes:-</u></p> <p>(1) Preparing of Conceptual Drawings of buildings for tendering / project purpose (2) Doing Geo-technical survey and preparing layout drawings accordingly (3) Preparation of Elevation Drawing with 3-D view (4) Preparation of Structural Design including stability calculations vetted by IITs/ NITs. etc.</p>

Checklist for the Tender

S.N.	Documents Required	YES/NO	Annexure No.
1	Tender Fee		
2	Security Deposit		
3	Copy of GST		
4	PAN Card		
5	TAN No.		
6	Copy of ESI registration		
7	Copy of EPF registration		
8			
9			
10	Work Experience as desired (Work orders / Performance Report)		
11	Audited Copy of ITR and Annual Turn Over as desired		
12	ISO Certificate		
13	Copy of Registered Private Limited Company or Registered Partnership Firms or proprietorship Firm		
14	Certificate of Non-Blacklisting		
15	All pages of tender document to be signed/sealed		

Annexure- I

Application for Enlistment and re-validation in all categories and classes

Category(ies) for which firm has tendered : (i) (ii) (iii)

1. (a) Name of the applicant/ firm :

(b) Status of entity (please tick) :

(Individual/Sole Proprietorship/Partnership Firm/Limited Liability Partnership/ Company)

(c) Registration Number for Firm (if any, with details) :

.....

2. Nationality :

3 Address :

(a) Registered Office.....

(b) Head Office (if different from Registered office) :

4 Contact Details

(a) Telephone Number :

(b) Mobile Number :

(c) Website URL (if any) :

(d) Email Id :

5. (a) PAN (Individual/Firm/LLP/Company) :

(b) GST registration number :

6. Details of Individual(s)/Partner(s)/ Director(s)

Sl. No.	Name	Photograph (Size of photograph should be 2.5 x 3.5 cm)	Aadhar Card Number	PAN Number	Mobile Number	Signature (without stamp)

7. Is the individual/ sole proprietor/ any partner/ director of company:

- (a) Dismissed Government servant : Yes / No
 (b) Removed from approved list of contractors : Yes / No
 (c) Having business banned/suspended by any Government in the past : Yes / No
 (d) Convicted by court of law : Yes / No
 (e) Retired engineer/ official from Engineering Department of Government of India within last one year : Yes / No
 (f) Any person/ relative related to Central University Employee : Yes / No

Note : If answer to any of the above is 'Yes' furnish details on a separate sheet.

8. (a) Name of person holding power of attorney (if any) :
 (b) Nationality :
 (c) Liabilities (if any) :

9. (a) Is any person working with the applicant a near relative of the official of CUSB : Yes / No

(b) If yes, give details (Name, Designation & Department)

- i.
 ii.
 iii.

11. Enlistment fee details:

Sl. No.	Fee	Name of the Bank	Transaction Ref. No.	Transaction Ref. Date	Date
01	Tender Fee				
02	Security Deposit				

Note : Tender Fee and Security Deposit is mandatory to deposit by each prospective bidders. Tender Fee is non-refundable. Security Deposit as defined is to be deposit separate for each category. It is refundable in case bidder fails to registration or empanelment declared invalid at any stage.

12. Details of completed works secured during the last five years, eligible for work experience (to be filled in the proforma given in Annexure-II. This list should include required number of works with gross value of work done (including enhancement) more than the lowest required magnitude of works for the class in which registration is required.

Place
 Date

Signature of the Applicant
 (Authorized Signatory)

Annexure- II

Detail of Completed Works: Eligible works completed during the last five years (Use different sheet for each work with supporting documents)

No.

Date :

Name of the Firm :

1.	Name of work	
2.	Location of work (mention city and state)	
3.	Name of contractor (same as mentioned in Award letter)	
4.	Agreement/ work order number	
5.	Agreement amount (Rs.)	
6.	Gross value of completed work (Rs.)	
7.	Amount of Gross value of last paid bill, (if final bill not paid).	
8.	Stipulated date of start (DD-MM-YYYY)	
9.	Date of completion:	
	(a) Stipulated date of completion (DD-MM-YYYY)	
	(b) Actual date of completion (DD-MM-YYYY)	
	(c) Justified extended date of completion, if any (DD-MM-YYYY)	
10.	Details of work	
	(a) Nature of work (Building/ infrastructure/ Road/ Horticulture)	
	(b) Electrical (internal electrical installation, firefighting, fire alarm, HVAC, lift, electrical substation, and DG set, etc.)	
	(c) If completed work is building construction then number of storey constructed.	

11.	Details of extension of time for delayed completion.	
	(a) Whether extension of time for delayed completion has been decided or not? Owner department officers are requested to only mention either "Yes or No" against this option. (Option of writing "Not applicable" is only acceptable where work is completed before stipulated date of completion).	
	(b) If extension of time for delayed completion has been decided, then amount of compensation levied if any?	
	(c) Letter number and date for extension of time approved by the authority	
12.	Is there any Conciliation/Mediation/ Arbitration/Court Case(s) (from start of work till issue of this certificate), Owner department officers are requested to only mention either "Yes or No".	
13.	Status of owner department Owner department officers are requested to only mention (Govt./PSU/ State Govt./Private)	
14.	Details of owner department under which project/work executed:	
	(a) Name of Project Manager or Executive Engineer or Equivalent	
	(b) Address	
	(c) Phone	
	(d) E-mail	

Signature with seal and designation
(Engineer-in-charge or equivalent officer of
owner department)

Certificate: This is to certify that no adverse action has been taken by the department concerned against me/ us. I/ We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

(Self-attestation by Applicant)
Signature with seal

Annexure- III

Form of Banker's Certificate from a Commercial Bank

This is to certify that to the best of our knowledge and information Shri/Smt/M/s..... having registered address, a customer of our bank, is/are respectable and can be treated as reliable for any engagement upto a limit of Rs..... (Rupees).

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers. This certificate is issued on the request of Shri/Smt/M/S.....

For obtaining enlistment in CUSB in Category No. - For (Name of category)

Bank Account No. and other details:

(Signature)
For the Bank

Note:

1. Banker's certificates should be on the letter head of the bank, addressed to enlisting authority.
2. In case of partnership firm, the certificate shall include names of all partners as recorded with the bank.

Annexure-IV

Form of Certificate of Annual Turnover on works from Chartered Accountant

Certified that following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3 (three) financial years.

Name and registered address of individual/firm/company:

S. No.	Financial Year	Annual Turnover on Works in Rs. lakhs
1.		
2.		
3.		

Unique Document Identification Number (UDIN) :

(Signature of Chartered Accountant)
(Name of Chartered Accountant)
Membership No. of ICAI
Date and seal

Annexure- V

Form of Certificate of Net Worth from Chartered Accountant

It is to certify that as per the audited balance sheet and profit & loss account during the financial year

....., the net worth of Shri/Smt/M/s
(Name & Registered Address of individual/firm/company), is Rs..... after considering all liabilities. It is further certified that the networth of the individual/firm/company has not eroded by more than 50% during the last three years ending on 31st March

Unique Document Identification Number (UDIN)

(Signature with Date of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal

Annexure- VI

VENDOR DETAILS FORM

1.	Do you have a PFMS Unique ID (please tick)	NO	YES	UID No.-
2.	Name of the Firm			
3.	Address with City Name & Pin Code			
4.	Contact No.			
5.	Email ID			
6.	GST No. (Yes / No)	GST No. -		
		If YES, a copy of GST CERTIFICATE must be attached.	If NO, duly signed/sealed attached DECLARATION OF GST NON-ENROLMENT must be submitted.	
7.	PAN No.			
8.	TIN No.			
9.	ADHAR No.			
10.	Name of the Contact Person	Name :		
	With Mobile No. & E-mail ID	Mobile :	E-mail ID :	
11.	Bank Account Details			
	Beneficiary Name			
	Bank Name & Branch			
	Bank Account Number			
	IFSC Code			
	MICR Code			
	Type of Bank Account	Saving Account	Current Account	Cash Credit
	Telephone no. and E-mail of Bank Branch	Telephone		
Email ID				
12.	Vendor Type (please tick)	Manufacturer	Distributor	Reseller
		Service Provider	Stockiest	Indian Agency

Signature of Vendor with Seal

Name: _____

Date: _____

DECLARATION OF GST NON-ENROLMENT

DECLARATION OF GST NON-ENROLMENT

Dear Sir/Madam,

Sub: Declaration of non-requirement of registration under the Central/State/UT/Integrated Goods and Services Tax Act, 2017

I/We..... (Name of the service provider/business entity), do hereby declare that I/we am/are not registered under the Goods and Services Tax Act, 2017 as (select and fill below for the relevant reason)

-I/We deal in/supply the category of goods or services (Describe the nature of the services/goods) which are exempted under the Goods and Service Tax Act, 2017.

-I/We have the annual aggregate turnover below the taxable limit as specified under the Goods and Services Tax Act, 2017.

-I/We are yet to register ourselves under the Goods and Services Tax Act, 2017.

I/We hereby also confirm that if anytime during any financial year I/we decide or require or become liable to register under the GST, I/we undertake to provide all the requisite documents and information.

I/We request you to consider this communication as a declaration for not requiring to be registered under the Goods and Service Tax Act, 2017.

I/We hereby also confirm that (Name of the service recipient) shall not be liable for any loss accrued to me/us, due to any registration default with the GST.

Signature of Authorised Signatory:

Name of the Authorised Signatory:

Name of Business:

Date:

Stamp/Seal of the business entity: