

### **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 sale 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 / Organisations (copy of PO's to be furnished).
10. Audit Report/ IT Return (if applicable)
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 the enquiry.**