

Vendor registration form

Ref:

Date:

To,
MITCON Consultancy & Engineering Services Ltd.
1st floor, Kubera Chambers,
Dr. Rajendra Prasad Path,
Shivaji Nagar,
Pune – 411005

GST number of MCESL.

- 1) Maharashtra – 27AABCM2681H1ZG
- 2) Gujarat – 24AABCM2681H1ZM
- 3) Karnataka – 29AABCM2681H1ZC
- 4) Delhi – 07AABCM2681H1ZI
- 5) Tamilnadu – 33AABCM2681H1ZN

1) Information of Vendor:



Photo of Authorized person of Vendor



Signature of Authorized person of Vendor

Dear Sir,

We / I forward herewith our details of profession / business along with bank account details for your record and for necessary action.

We / I hereby affirm our choice to opt for payment of amounts due to us under various contracts through electronic mode.

We / I understand that MITCON Consultancy & Engg. Services Ltd. Also reserves right to send the payment due to us by cheque / demand draft / electronic mode.

Vendor registration form

2) Vendor Name :

Name of Consultant / Organization		
Address of the Registered office		
Address for Communication		
Name of the Contact person		
Contact number of contact person		
E-mail ID of the contact person		
Official e-mail ID		
Official Contact Number	Landline -	Cell Number-
Constitution (Copies of By- Laws/ Memorandum and Articles, as applicable should be enclosed)	Individual /Proprietorship /Partnership Firm Private Ltd. Company / Public Ltd. Company Co-operative Socity	
Date of Registration / Incorporation		
Date of Commencement of Busi- ness		
GSTIN Number		
PAN Number		

3) Bank Details :

Bank Account title	
Account number	
IFSC code	
Bank name	
Branch name	
Branch address	
MICR No. of bank	
Account type (Sav- ing / Current)	
Enclose cancelled cheque	

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4) **BRIEF HISTROY – Enclose BioData / Profile**

5) **Area of Specialization / Nature of supply of material**

1) Nature of supply of Material -

2) **Type of Service intent to provide** -

Types of services	Industry

3) Qualification -

4) Name of the Professional Body -

5) Type of Membership -

6) **Past Contract, non-performance pending litigation and litigation history (if any)**

Vendor registration form

7) Whether registered under MSME Act if YES NO

If yes please enclose MSME certificate

8) Reference

Please provide reference	1
	2

We / I hereby confirm that particulars given above are correct and complete. We / I undertake that any change in above details shall be promptly communicated to MITCON. If the transaction are delayed or not effected due to incomplete or incorrect information or banking delays, we shall not hold MITCON responsible. We also agree for printing of the bank details on the cheque or demand draft if the payment is effected by cheque / Demand draft.

We also undertake that we shall comply with all statutory liabilities arising out of the contract / purchase order / work order signed with MITCON. We shall not hold MITCON responsible for any liability arising on account of due and applicable taxes in respect of contract signed with MITCON and its onward payment to Govt. We shall pay applicable taxes to Govt. timely, if paid by MITCON or otherwise.

We / I hereby assure you that we / I shall provide the service with quality and of high standard shall execute the work with professional standards and ethics / supply material of high standard and quality.

Name of the Organization: for

(Name of the Authorized person)

Signature:

Date:

Place:

Note:

You are requested to enclose following applicable documents which are mandatory, failing which your work order/ purchase order will not be processed or your further payment may be withheld till compliance.

- 1) CV of individual / Profile of firms , company
- 2) Copy of Educational certificates
- 3) Copy of professional certificates
- 4) Copy of cancelled cheque
- 5) Copy of PAN duly signed by authorized person
- 6) Copy of GSTIN registration duly signed by authorized person
- 7) Copy of shop Act
- 8) If Company, copy of certificate of Incorporation & certificate of commencement of business.
- 9) For individual to provide latest residential proof (Electricity bill, driving license, ration card, Adhar card or any other proof)
- 10) Copies of last 3 years Income tax return
- 11) Latest Audited Financial statements (Annual Report includes P & L, Balance Sheet)
- 12) MSME certificate/ declaration.