



### Application for Registration of Suppliers – 2021

- 01. Name and Address of Supplier: .....  
.....  
.....
  
- 02. Contact Details:
  - Tel.No. : .....
  - Fax No. : .....
  - E-mail. : .....
  
- 03. Nature of Registration of the Business: .....  
(Business: Company with limited liability / Partnership / Individual business / State Corporation / others)
  
- 04. Registration, as a ..... (Manufacturer / Accredited Agent / Distributor / Sub Agent / Wholesale, Retail and Services supplier)
  
- 05. Business registration number and registered business & Expiry Date: .....  
**(A photocopy of the Certificate of Registration should be annexed)**
  
- 06. Name of bankers and account numbers: .....  
.....
  
- 07. VAT registration number: .....  
**(Should submit documentary proof that the supplier is an active VAT payer in the relevant year issued by Commissioner General of Inland Revenue)**
  
- 08. Income Tax files no. (If any): .....
  
- 09. Whether agreeable to give 45 days credit facility : **Yes / No / if any** : .....  
.....
  
- 10. Any other facilities, transportation, storage, etc. : .....
  
- 11. Contact person :  
Name and designation : .....  
.....  
Telephone : .....  
Mobile : .....  
Fax : .....  
Email : .....

Details of the non-refundable registration fee paid (**Please attach a copy of the bank deposit slip or receipt of the Shroff counter of SEUSL) Peoples Bank, Account No : 228 1001 9000 1704 (Bank Draft, Cheque and Money orders will not be accepted)**)

I). No of Categories applied : .....  
 (Please clearly mark [ ✓ ] in the relevant cage in below mentioned list of category)

II). Amount Paid (Rs) : .....

III). Date of payment : .....

IV). Branch : .....

**Paste the cash receipt properly here**

<p>(Paste the receipt here securely)</p> <p>(It would be advisable to keep a photocopy of the receipt with the candidate)</p>
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I / We hereby certify that all the particulars furnished above are true and accurate to the best of my / our knowledge and that I / We are aware that if any information furnish by me / us are found to be false or misleading my / our names will be removed from the Suppliers Register and included in the defaulting supplier's list.

.....  
 Name of Applicant

.....  
 Authorized signatory

Date: .....

.....  
 Business Frank

List of Category				
S. No	Category	Service	Registration Fee (Rs.)	Tick if Applied (✓)
1	<b>Office Stationery</b>	Photocopy papers, duplicating papers, typing sheets, carbon papers, paper fax rolls, file cover, CR books, note books, paper pins, paper clips, stapler, stapler pins, pen, pencils, paper weight, ink pad, pad ink, white board markers, permanent markers, red tapes, numbering machines, bristol boards, gum, glue, calculators etc.	1,000.00	
2	<b>Toners</b>	Photocopier toners, printer's toners, cartridges for printers and fax, stencils, printer ribbons etc.	1,000.00	
3	<b>Cleaning Items</b>	3.1 Detergents and disinfectants (Industrial strength)	1,000.00	3.1
		3.2 Janitorial & cleaning Items.		3.2

4	<b>Wooden Furniture</b>	Chairs, tables, cupboards, beds, racks, almirah, bookshelves, lecture hall tables & chairs, computer tables & chairs, shelves, trolleys, counters, double sided newspaper racks, displays, study tables and chairs & Laboratory furniture, etc.	1,000.00		
5	<b>Steel Furniture</b>	Tables, Amirah, filing cabinets, iron safes etc.	1,000.00		
6	<b>Plastic &amp; Fiberglass furniture</b>	6.1 The chairs and tables	1,000.00	6.1	
		6.2 Study chairs and tables		6.2	
		6.3 Canteen chairs and tables		6.3	
7	<b>Teaching &amp; office Equipment</b>	Photocopiers, roneo machines, fax machines, printers, multimedias, white boards, electronic screens, duplicating machines, scanners, library equipment, telephones and intercom systems, overhead projectors, barcode readers, ID card printers, finger print machines, work station circulation pads etc.	1,000.00		
8	<b>Electrical Goods</b>	Deep-freezes, refrigerators, air-conditioners, televisions, video sets, audio equipment, ovens, vacuum cleaners, fans, electric irons, generators, water coolers, water filters, water pumps, power generators, etc.	1,000.00		
9	<b>Kitchen Utensils &amp; Equipment</b>	Crockery, cutlery, kitchen utensils, hot cupboards, electric boilers, filters, kettles etc.	1,000.00		
10	<b>Safety Items</b>	10.1 Safety equipment	1,000.00	10.1	
		10.2 Laboratory protection cloths & shoes		10.2	
		10.3 Fire extinguishers		10.3	
11	<b>Audio Visual &amp; Electronic Equipment</b>	PABX & Intercom systems, telecommunication instruments, public addressing systems, video recorders, voice recorders, CCTV cameras etc.	1,000.00		
12	<b>Garden Equipment</b>	Gardening tools and equipment (Lawn Movers, brush cutters, tractors, plastic and cement pots, etc.)	1,000.00		
13	<b>Laboratory Equipment</b>	13.1 Laboratory equipment and tools, microscopes, bio-chemistry analyzers, autoclaves, ice makers, ovens etc.	1,000.00	13.1	
		13.2 GPS, tripod and all kinds of survey equipment		13.2	
14	<b>Engineering Equipment</b>	Workshop machines, tools and equipment, carpentry tools and equipment, mechanical tools & equipment etc.	1,000.00		
15	<b>Computer &amp; Computer Related Items</b>	Computers, UPSs, computer related other items, Computer software & hardware, networking accessories etc.	1,000.00		
16	<b>Building materials</b>	16.1 Asbestos, metal & roofing sheets/materials.	1,000.00	16.1	
		16.2 Cement, lime, bricks, sand, metal etc.		16.2	
		16.3 Soil & gravel.		16.3	
		16.4 Cement & concrete items.		16.4	
17	<b>Timber &amp; Others</b>	Timbers & sawn timbers, planks, rafters etc.	1,000.00		
18	<b>Hardware Items</b>	18.1 Glass & aluminum fabric cutting items	1,000.00	18.1	
		18.2 Bathroom fittings & sanitary wares.		18.2	
		18.3 Plywood, PVC & fiber products.		18.3	
		18.4 General hardware items.		18.4	
		18.5 Hand & power tools		18.5	
		18.6 Paints.		18.6	
		18.7 Plastishell, PVC Pipes & fittings.		18.7	

19	<b>Electricals Supplies</b>	Torch light and batteries, bulbs, wire meters, cables, switches, plug/tops, holders, electrical meters, conduit pipes and similar items, UPS batteries etc.	1,000.00		
20	<b>Printing &amp; Desktop Publisher</b>	20.1 General printing & desktop publishers.	1,000.00	20.1	
		20.2 Rubber seal & dates stamps.		20.2	
21	<b>Library Books &amp; Periodicals</b>	Books and periodicals Publishes (Local and international)	1,000.00		
22	<b>Laminating &amp; Binding</b>	Laminating and binding of books, book binding materials.	1,000.00		
23	<b>Special Printing</b>	23.1 Supply and printing of ornaments & gift items etc.	1,000.00	23.1	
		23.2 Printed Bags		23.2	
24	<b>Medical Supplies</b>	Pharmaceuticals, drugs, medicine, first aid supplies, Surgical Instruments etc.	1,000.00		
25	<b>Chemical &amp; Glassware</b>	Chemical & glassware items etc.	1,000.00		
26	<b>Textiles &amp; Garments</b>	Uniform, T-shirt, curtain materials, national and other types of flags and banners, umbrellas, mosquito nets, binding cloths, nylon threads, beddings (Bed sheets, bed covers, pillows, pillow cases) etc.	1,000.00		
27	<b>Name Boards</b>	Name boards (Steel, stainless steel and engraved in metal/stone)	1,000.00		
28	<b>Leather and Regin Products</b>	Carpets, shoes, bags, briefcase, raincoats, belts, caps, leather papers, canvas products etc.	1,000.00		
29	<b>Convocation items</b>	Clock, garlands, caps, Scrolls and etc.	1,000.00		
30	<b>Musical Instruments</b>	Base guitars, lead guitars, rhythm guitars, drum sets, electrical key boards, octopads, violins, box guitars, tables, flutes, congos, bongos, microphones & mixtures etc.	1,000.00		
31	<b>Agriculture Supplies</b>	31.1 Agro chemicals	1,000.00	31.1	
		31.2 Chemical fertilizer		31.2	
		31.3 Seeds, nursery maternal & plants		31.3	
		31.4 Plant for landscapes		31.4	
		31.5 Rootballed trees		31.5	
		31.6 Cowdung / compost		31.6	
		31.7 Plastic & cement flower pots.		31.7	
32	<b>Food and Refreshments</b>	Supply of foods & beverages and catering services	1,000.00		
33	<b>Iron Works</b>	34.1 Iron works	1,000.00	34.1	
		34.2 Welding works		34.2	
		34.3 Stainless Steel grill work		34.3	
34	<b>Hiring of Vehicles</b>	Passenger vans/cars with AC & without A/C, passenger buses, lorries, gully bowser etc.	1,000.00		
35	<b>Hiring of Machineries (Construction)</b>	JCBs, excavators, compressors, pay loaders etc.	1,000.00		
36	<b>Hiring of Photographic Service</b>	Photographing and video recording services	1,000.00		
37	<b>Hiring of Labour</b>	Supply of skilled, semi skilled and un-skilled labour, cleaning and gardening maintenance services.	1,000.00		

38	<b>Hiring of Security Services</b>		1,000.00		
39	<b>Hiring of Cleaning Services</b>		1,000.00		
40	<b>Hiring of Huts and Chairs</b>		1,000.00		
41	<b>Engineering Services</b>	41.1 Electrical wiring, installation	1,000.00	41.1	
		41.2 Water supply sewerage and plumbing		41.2	
		41.3 Fabricating and installation of iron/aluminum flexures related to buildings		41.3	
42	<b>Vehicles Spare Parts</b>	42.1 Tyres & tubes.	1,000.00	42.1	
		42.2 Vehicle batteries		42.2	
		42.3 Spare parts for all kind of vehicles.		42.3	
43	<b>Vehicles Services &amp; Repair</b>	43.1 Service of all kind of vehicle	1,000.00	43.1	
		43.2 Repairs.		43.2	
44	<b>Other vehicle Services</b>	Vehicle canopy, cushion work, covers carpeting etc.	1,000.00		
45	<b>Fuel &amp; Lubricants</b>	Petrol, diesel, oil etc.	1,000.00		
46	<b>Other Services</b>	46.1. Interior decoration, carpeting, curtaining and others	1,000.00	46.1	
		46.2. Laundry facilities		46.2	
47	<b>Repairing of Furniture</b>	47.1 Steel & fabricators	1,000.00	47.1	
		47.2 Wooden furniture		47.2	
		47.3 Polishing and reconditioning of Furniture		47.3	
		47.4 Rattern of Furniture		47.4	
48	<b>Repairing of Equipments</b>	48.1 Air conditioners & refrigerators	1,000.00	48.1	
		48.2 Computers, printers, & UPSs		48.2	
		48.3 Electricals & electronics equipments		48.3	
		48.4 Laboratory engineering equipments		48.4	
		48.5 Fax machines		48.5	
		48.6 Photocopy & duplo machines		48.6	
		48.7 Brush cutters		48.7	
		48.8 Other equipments		48.8	

**Deputy Bursar  
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