

Vendor Registration Form

Vendor Enquiry No.....

Date

| | | |
|--------------------------------|--|--|
| (1) | [A] General | |
| | Name of the Vendor | |
| | Legal Entity Status | Manufacturer / Trader |
| | Registered Office Address | |
| | Local Office Address | |
| | Telephone No : | |
| | Facsimile No : | |
| | Email | |
| | [B] Organizational Details | |
| | Name and Designation of contact person | |
| | Contact person's Mobile / Telephone No. | |
| | Contact person's email / fax | |
| | Status of Company : | Ltd / Pvt. Ltd / Partnership Firm / Proprietorship |
| | Current CEO / MD / Chairman / Partner / Proprietor's Name | |
| | Has the organization previously dealt in any capacity or whatsoever with Joy Group in the past? If yes please enclose additional details with this sheet | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Turnover for the past 3 years | |
| | Reputed companies with whom registered as approved vendor for same items, with contact person's name & Tel/Mbl. No. (if required, attach separate sheet) | |
| | Pending Legal Matters (if any) | |
| | [C] Registration Details | |
| | Tax Details - PAN No. | |
| - VAT No. | | |
| - Sales Tax No. | | |
| - TIN No. | | |
| - Others Registration (if any) | | |

[2] Product Details:

| Type of Materials Supplied | Materials (if required attach separate sheets) | Specification |
|----------------------------|--|---------------|
| Building Material | | |
| Direct Material | | |
| Finished Products | | |
| Others | | |

Preferred geography of operation that Joy Group would like the vendor to operate in:

[3] Purchase Conditions:

| | |
|---------------|--|
| Lead Time | |
| Credit Period | |
| Payment Terms | |

[4] Others

| | |
|-----------------------------|--|
| Production Capacity | |
| Workforce Strength | |
| Yard / Warehouse Facilities | |
| Transporation Facitilities | |

[5] Additional Details (if any):

Vendor Name :

(Signature)

Name of the person

(Company Seal)

For Office Use

Minimum requirements met : Yes No
Reasons for rejection (if minimum requirements not met)

Prepared By :

(Signature)

Name of the person
Procurement Executive