



INDIAN STATISTICAL INSTITUTE

203 Barrackpore Trunk Road, Kolkata 700108

Serial No.

Date: ... / ... /

(To be filled by CPC)

Application Form for Enlistment as Vendor for Goods and Services

Name of Company:	
<i>Address:</i>	
<i>Phone No.:</i>	<i>url (if any):</i>
<i>PAN No.:</i>	<i>Trade License No.:</i>
<i>GST Registration No.:</i>	
Name of Contact Person:	
<i>Designation:</i>	<i>Mobile No.:</i>
<i>email:</i>	<i>AADHAR No.:</i>

A. I/ We wish to enlist myself/ ourselves (please put a × mark in the appropriate box)

		1.As Manufacturer	2.As SoleDistributor	3. As Distributor	4. As Retailer
Type of Goods	General consumables				
	Computer consumables				
	Laboratory consumables				
	Computer				
	Network goods				
	Computer software				
	Furniture				
	Electrical goods				
	Electronics goods				
	Hardware goods				
	Plumbing goods				
	Gardening goods				

B. Please attach a copy of the following documents:

- *PAN card*
- *Trade license*
- *GST registration certificate*
- *Income tax return* for last three years
- *Bank solvency certificate* of at least one lakh rupee issued within one month from the date of submission
- *Authorization* by “Competent authority” in support of claim as A.1 to A.3 (if any)
- *AADHAR card* of the contact person.

C. Certified that the information furnished by me/us are true. I/We am/are also aware that if any of the information furnished above is found to be incorrect at any stage, my/our enlistment is liable to be cancelled. I/We am/are also aware that the Central Purchase Committee reserves the right to cancel my/our application without assigning any reason to me/us.

Date: ____/____/____

Signature: _____



Name: _____

Designation: _____

OFFICE USE

A. *Views of the Accounts Section:*

B. *Views of CPC:*

Date: ____/____/____

Convener

Chairperson

How to Apply:

Application with all required documents is to be submitted in a sealed envelope labeled “Vendor Enlistment” to the Central Purchase Committee (CPC) office in Room no. 2.5, 2nd Floor, A. N. Kolmogorov Bhavan (or can be dropped into a box kept near the CPC office).

Type of Goods:

1. *General consumables* – Paper, Pen, Stationery etc.
2. *Computer consumables* – CD, DVD, Pen drive, External hard drive, Printer cartridge etc.
3. *Laboratory consumables* – Chemical, Reagent etc.
4. *Computer* – Server, Desktop, Laptop, Scanner, Printer, Multi-function printer, Display screen, Virtual class room set, Tablet etc.
5. *Network goods* – Switch & hub, Optical fibers, Termination point etc.
6. *Computer software* – Financial/ Accounting/ Statistical/ Mathematical/ Econometric analysis package, Anti-virus software, Web-page development tool etc.
7. *Furniture* – Table, Chair, Sofa, Almirah, Cot etc.
8. *Electrical goods* – Light, Switch, Wire, Cable etc.
9. *Electronic goods* – Air conditioner, Refrigerator, Audio device, Projector etc.
10. *Hardware goods* – including ply.
11. *Plumbing goods* – Pipe, Tap, Urinal, Commode, Plumber’s tool etc.
12. *Gardening materials* – Lawn mower, Grass cutter, Turner tool, Tree pruner etc.

The list can never be exhaustive. New items come into market and some (old) ones are no longer available. The Committee purports to change the list as and when necessary.

Notes:

- For any change of information, intimate CPC at the earliest.
- The registration is valid for one year.
- Submit a copy of Income Tax Return every year to maintain your registration with ISI.