



ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY

(A Government of Assam State University constituted by "Assam Science and Technology University Act, 2009")

PRO-FORMA

PRO-FORMA FOR EMPANELMENT FOR SUPPLYING PRINTING MATERIALS/COMPUTER & PERIPHERAL/OFFICE EQUIPMENTS/OFFICE ITEMS (IF ANY)

FOR VALID UPTO MARCH 2016

1.	Name of the Firm	:	_____
2.	Year of Establishment	:	_____
3.	Address of the Firm		
	(a) Premises Address	:	_____

	(b) Permanent Address	:	_____

4.	Name of the Proprietor/ Contact Person (with Designation)	:	_____
5.	Landline Number	:	_____
6.	Fax Number (if any)	:	_____
7.	Mobile Number	:	_____
8.	Account Number	:	_____
	(i) PAN	:	_____
	(ii) TAN	:	_____
	(iii) TIN	:	_____
9.	Whether firm is Income Tax payee. If so, please attach a copy of Income Tax Return filed for the last 3 consecutive years including current financial year.		
10.	Sales Tax Registration No.	:	_____
	(Attach : Copies of GST, CST Certificate)		
11.	Discount Offer (flat rate)	:	_____
12.	Govt. Registration No.	:	_____
13.	Annual turnover	:	_____
14.	General Subject Dealt	:	_____
15.	Name of major Organisation where items are supplying	:	_____
16.	Whether you are Importer or not ?	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	(If yes then Name and Address of the Publishers)	:	_____

DECLARATIONS

- (i) I/We.....
.....
(names of partners/proprietors or shareholders) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief that we shall be bound by the Terms and Conditions.
- (ii) I/We also hereby declare that all matters related to Assam Science and Technology University, Guwahati shall be treated as Confidential and no information shall be passed on to any unauthorized person without written permission of the University.
- (iii) Mr. whose signatures are given below, is an authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm from time to time.

Signature of Partners/Proprietors.

Date (with Firm's Seal)

TERMS AND CONDITIONS TO SUPPLY OF ITEMS

1. The suppliers have to submit a copy of the income tax return certificate of last 3 years at the time of registration/short listing as the supplier to this University.
2. A photocopy of all the three PAN Card/TAN/TIN must be attached.
3. Interested Vendors/Distributors/Suppliers should submit applications in sealed envelopes super scribing – Application for Empanelment for Supply of items in specific to Assam Science and Technology University, Guwahati.
4. The application should be signed by the authorized person and his full name and designation should be indicated below his signature along with the official seal of the firm.
5. Incomplete and conditional applications shall be summarily rejected.
6. At any given point of time, if any of the documents furnished by the Vendors/Suppliers is found to be false, it would be deemed to be breach of terms of contract making the concerned firm liable for legal action besides termination of empanelment.
7. Canvassing in any form will lead to disqualification of the firm.
8. Any application received after due date shall be rejected.
9. The Vendor(s)/Distributor(s)/Supplier(s) short-listed for empanelment are required to agree to supply as per the University's 'Terms and Conditions'.
10. **EMD:** The supplier will have to furnish Rs.10,000/- (Rupees ten thousand only) or 2% (Two percent) of the value of order whichever is higher in the form of EMD for a period of (1) one year with Assam Science and Technology University, Guwahati payable at SBI, Six Mile Branch, Guwahati before execution of the order. The EMD will be released only after successful completion of the entire order.
The EMD should be pledged in favour of Assam Science and Technology University, Guwahati within 15 days after receipt of the order.
11. The sum of application fee of Rs.500/- is non refundable.

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Registrar (i/c)

Assam Science and Technology University, Guwahati