



**OFFICE OF THE CHIEF COMMISSIONER: LARGE TAXPAYER UNIT
JSS TOWERS, 100FT RING ROAD: BANASHANKARI III STAGE:
BANGALORE -85**

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TENDER FOR REGISTRATION OF SUPPLIERS DATED .11.2008

Applications in sealed covers are invited from reputed suppliers of office stationary/office furniture/Computer consumables and other office items for purpose of registration of suppliers for supply of items to the Large Taxpayer unit located at JSS Towers, 100ft Ring Road, Banashankari III stage, Bangalore for a period of one year.

Those desirous of applying for the above registration may download the details regarding the eligibility criteria and the application forms from the website www.cbec.gov.in . The duly filled applications in sealed cover super scribed 'APPLICATION FOR REGISTRATION OF SUPPLIERS 'should be addressed to the Commissioner of C.Ex and Service Tax, LTU

**(C.K.JAIN)
ADDITIONAL COMMISSIONER**

OFFICE OF THE CHIEF COMMISSIONER: LARGE TAXPAYERS UNIT:
BANGALORE.

Application for registration as Approved Supplier

PART-I: PARTICULARS OF THE APPLICANT:

Name of the Supplier/ Company	
Address of the Supplier/Company	
Name of the Contact person/s with Designation	
Address for Correspondence	
<u>Telephone Number</u> 1) Land Line: 2) Mobile Number:	
Fax Number	
Email Address	
PAN Number	
Sales Tax/VAT Registration Number	

PART-II

1. Give the list of items/major products you intend to offer as a supplier :

Sl.No.	Major items/Products	Indicate brand names wherever applicable

Enclose your product/company profiles.

2. Give a list of your major Customers:

Sl. No .	Customers Name and Address	Names of products supplied

Please enclose proof in the form of purchase order copies/invoices etc

3. Give a list of your major Customers in the Government sectors:

Sl. No .	Customers Name and Address	Names of products supplied

Please enclose proof in the form of purchase order copies/invoices etc

4. Indicate the annual turn over during the previous three financial years:

Year	Annual turnover
2007-08	
2006-07	
2006-05	

Copies of Income Tax returns filed during the past three years may be enclosed.

5. During the last three years have you/company been debarred/disqualified / banned or otherwise prevented from bidding?

YES/NO

5(A) If answer to the above is YES, state the reference of the customer and details of their orders and the basis for such action:

6. Any additional information you would want to submit with regard to registration with Large Taxpayers Unit.:

DECLARATION

I/We hereby declare that all the information and attachments submitted in this application are true and correct

Signature of the supplier

Date:

TENDER DOCUMENT FOR REGISTRATION OF SUPPLIERS AT LTU

ELIGIBILITY CRITERIA FOR REGISTRATION AS SUPPLIER TO LARGE TAXPAYERS UNIT

1. The applicant should be a reputed supplier of the items he bids to supply to the Large Taxpayer Unit.
2. The vendors who were registered with the Large Taxpayer Unit for the year 2007-08 should apply afresh for registration for the year 2008-09.
2. The applicant should have made similar supplies to other Government sectors/reputed public/private organizations during the previous three years.
3. The applicant desirous of registering for supply of stationary/computer consumables should have a minimum turnover of Rs. 10 lakhs per annum during the previous three years.
4. The applicant's desirous of registering with the Department for supply of furniture should have a minimum turnover of Rs. 50 lakhs per annum during the previous three years.
5. The applicants should be duly registered with the local Sales Tax Department and copy of the registration certificate should be enclosed to the application. The applicant should be possess the PAN card issued by the Income Tax Department.
6. The enclosed application should be filled legibly and the applicant should ensure that all columns in the application are filled up and the required documents are enclosed. Incomplete applications and applications without required enclosures are liable for rejection.
7. The registration will be for a period of one year and during the said period the supplier should ensure prompt supply of all purchase orders placed on them by the Department.
8. Consequent on registration of Suppliers for stationary, Computer Consumables and other regular office needs, the department shall call for quotation of enlisted items from the registered suppliers for the said items and such quotations should be valid for the period of registration. However, any changes in the tax factors during the period shall be accepted by the Department.
9. The applications should be submitted to the Department in as sealed cover addressed to the Commissioner of C.Ex and Service Tax, LTU and Super scribed "APPLICATION FOR REGISTRATION OF SUPPLIERS"
10. The application should be submitted to this office before 5 PM on or before 25.11.2008. Applications received after due date shall not be considered.
9. The Department reserves the right to accept or reject any application or all the applications without assigning any reason.

(C.K.JAIN)
ADDITIONAL COMMISSIONER