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| **VENDOR REGISTRATION FORM** |

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| **GENERAL INFORMATION** | | | | | | | | | |
| Name of Business | | |  | | | | | | |
| Trading Name ((If different) | | |  | | | | | | |
| Business Registration No. | | |  | | | | SME Registration No. | |  |
| GST Registration No. | | |  | | | | Mobile No. | |  |
| E-mail address of Business | | |  | | | | | | |
|  | | | | | | | | | |
| **GOODS/SERVICES PROVIDED** | | | | | | | | | |
|  | Furniture | | |  | | Garments/ Materials | | | |
|  | Stationaries | | |  | | Hardware | | | |
|  | Cleaning Items | | |  | | Computer Equipment’s/hardware/software | | | |
|  | Office Equipment | | |  | | Network Related Equipment’s | | | |
|  | Food Items | | |  | | Photocopy Machines/Printers and Consumables | | | |
|  | Renovation & Maintenance | | |  | | Repair & Maintenance of Office Equipment | | | |
|  | Signboard Fabrication | | |  | | Fuel & Lubricants | | | |
|  | Pest Controls | | |  | | Cleaning Services | | | |
|  | Transport (Sea) | | |  | | Catering Services | | | |
|  | Transport (Land) | | |  | | Printing | | | |
|  | Plants & Fertilizers | | |  | | Rentals | | | |
|  | Accommodation | | |  | | Venue Leasing | | | |
|  | Hardware | | |  | | Security Services | | | |
|  | Designing | | |  | | Vehicles/Vessels/Spare Parts | | | |
|  | Photography/Videography | | |  | | Plants & Fertilizers | | | |
|  | Electrical Work | | |  | | Repair & Maintenance of ACs | | | |
|  | Labor for Day work | | |  | | Plumbing & Sanitary Works | | | |
|  | | | | | | | | | |
| **DECLARATION** | | | | | | | | | |
| It is mandatory to declare;   1. All conflict(s) of interests to any Ministry of Education employee, financial, non-financial or otherwise.  |  |  |  |  | | --- | --- | --- | --- | | Employee Name | NID No. | Designation & Office | Relation | |  |  |  |  | |  |  |  |  | |  |  |  |  |   I/we hereby agree that:   1. The information provided in this form is true and correct to the best of my/our knowledge. 2. All copies of relevant information are attached. 3. Payment will be affected within 30 working days of complete delivery and acceptance of goods/services as per the PO/Agreement. 4. I/we have no objection to MoE verifying the information provided in this form via the relevant authorities. 5. Any changes / update to the information provided in this form, will be submitted to MoE along with the revised documents. | | | | | | | | | |
| Name: | |  | | | Designation: | | |  | |
| ID Card No: | |  | | | Contact No. | | |  | |
| Authorized Signature: | |  | | | Seal: | | |  | |

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| **LIST OF DOCUMENTS REQUIRED** | | | |
| **#** | **Documents Required** |  |  |
| 1 | Completed vendor registration Form |  |  |
| 2 | National ID card copy of the owner/s |  |  |
| 3 | Copy of Business Registration Certificate |  |  |
| 4 | Copy of SME Registration |  |  |
| 5 | Copy of Goods & Service Tax Registration Certificate GST / T-GST |  |  |
| 6 | Company Profile |  |  |
| 7 | List of Authorized Business Activities |  |  |

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| **FOR MoE USE ONLY** | | |
|  | **Staff Name** | **Date** |
| Form and supporting documents received |  |  |
| Information verified by |  |  |
| Vendor registered by |  |  |
|  | | |
| Registration No: |  | |