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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 |
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| **DECLARATION** |
| It is mandatory to declare;1. All conflict(s) of interests to any Ministry of Education employee, financial, non-financial or otherwise.

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| --- | --- | --- | --- |
| Employee Name | NID No. | Designation & Office | Relation |
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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.
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| 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: |  |