



राष्ट्रीय सीमा शुल्क, उत्पाद शुल्क एवं नार्कोटिक्स अकादमी
क्षेत्रीय प्रशिक्षण संस्थान,

**NATIONAL ACADEMY OF CUSTOMS, EXCISE &
NARCOTICS,
REGIONAL TRAINING INSTITUTE,
No.40, HMT Factory Main Road,
Next to HMT School, Jalahalli,
Baengaluru-560 013
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TENDER FOR REGISTRATION OF SUPPLIERS

Applications in sealed covers are invited from reputed suppliers of office stationary/Computer consumables /cleaning materials and other office items for purpose of registration of suppliers for supply of items to National academy of Customs, Excise & Narcotics, RTI, Bangalore.

Those desirous of applying for the above registration may fill in the application forms appended herein and the duly filled applications in sealed cover super scribed 'APPLICATION FOR REGISTRATION OF SUPPLIERS ' addressed to the Principal Additional Director General, NACEN, Bangalore may be submitted within 3 P.M. on 30.4.2017.

In case of any doubt or need of any inquiry the applicant may contact the undersigned on any working day.


(SUJITH KUMAR SOMPUR)
DEPUTY DIRECTOR

NATIONAL ACADEMY OF CUSTOMS, EXCISE & NARCOTICS

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

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 turnover during the previous three financial years:

Year	Annual turnover
2014-15	
2015-16	
2016-17	

Copies of Income Tax returns filed during the past three years along with Trading and Profit and Loss Accounts and Balance Sheets 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

ELIGIBILITY CRITERIA FOR REGISTRATION AS SUPPLIER TO NACEN

1. The applicant should be a reputed supplier of the items he bids to supply to the National Academy of Customs, Excise&Narcotics.
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 /cleaning materials should have a minimum turnover of Rs. 10 lakhs during the previous three years.
4. 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 enclose a copy of his PAN card and Aadhaar card.
5. 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.
6. 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.
7. Consequent on registration of Suppliers for stationary, Computer Consumables, cleaning materials 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.
8. The applications should be submitted to the Department in as sealed cover addressed to the Principal Additional Director General, NACEN, RTI, BANGALORE and Super scribed " APPLICATION FOR REGISTRATION OF SUPPLIERS"
9. The application should be submitted to this office before 3 PM on or before 30.4.2017. 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.


(SUJITH KUMAR SOMPUR)
DEPUTY DIRECTOR