

**Particulars of
Party/Organisation
Submitting Quotation**

S N	Required Information	
1	Name of the Party	
2	Legal Status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc)	
3	Name of the contact person, Designation, TelephoneNo., Fax No., E-mail id	
4	Registration number issued by Regulation authority, ifany (attach photocopies)	
5	GST – Registration number, if any (attach photocopy)	
6	Previous work details (Attach reference purchase orders)	
7	Permanent Account number (attach photocopy)	
8	Whether any partner/proprietor/ Director of the prospective Quotationer has been convicted by any court of law, if so give details.	

INSTRUCTIONS TO THE APPLICANT

1. Please read the Terms & Conditions carefully before filling up the document.
2. Incomplete Documents will be rejected.
3. The work should be completed within the time allotted well in advance.