



SL. NO.

CATEGORY :

[State any one category from A-1 to A-8]

APPLICATION FORM:A

**FOR ENLISTMENT OF SUPPLIERS / VENDORS
AT JADAVPUR UNIVERSITY FOR 2017-2019**

1A. Name of the Firm / Business Name :

1B. Address :

2A. Name of Proprietor / Owner / Partner
to deal with :

2B. Name of the authorised person
other than at (2A) :

3. Contact Telephone No(s)

Fax No. :

E-mail id. :

4. Trade Licence Details of 2016-17 :
(To enclose a Xerox copy)

5. Category for which enlistment is
Sought for (only one category to state) :
[A-1 to A-8]

6. Details of expertise in the area of
Enlistment applied (with credentials) :
(use separate sheet if required)

7. Details of authorised dealership /
Retailership etc., for reputed brand &
Items in the area (use separate sheet) :

8. Details of own manufacturing system/
factory (including address).

(Document from a statutory body as a proof of
manufacturer to produce)

9. Intention to serve all JU campuses or not:
[Tick at appropriate box]

Main Campus	Salt-lake Campus	Both the Campus
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10. ST/VAT Registration details :

[To enclose a xerox copy, submit the original later for verification]

11. PAN NUMBER OF THE FIRM/COMPANY :

[To enclose a xerox copy, submit the original later for verification]

11A. A copy of IT return for Financial Year 2015-16 is to enclose:

[To enclose a xerox copy, submit the original later for verification]

12. Professional Tax Registration No.:

(Please submit a copy of updated return of Professional tax for 2016-17)

12A. Service Tax registration No.:

13. State the *other category(s)* for which enlistment also sought by separate application :

14. Details of Jadavpur University Money Receipt for application fees of Rs.1000/- :

[Original to enclose]

15. Enlistments details at JU in earlier years :

[If yes, please provide a small report on orders executed during last year.]

I confirm that I will follow the **Rules & Regulation** already frame and to be framed for the purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the information furnished above is true and correct.

Date :

Place :

Full Signature of the applicant
with Stamp of the Firm / company

Instructions :

1. All column should be filled up properly & enclosures be furnished. Incomplete application(s) may be rejected.
2. There are eight categories identified for enlistment. Number of categories for enlistment of a firm will be restricted; separate application to be submit for each.
3. Last date of submission of form, SUPERSCRIBING THE CATEGORY ON THE TOP in sealed envelope at the Office of the Finance Officer is **20th March 2017**.
4. Use separate sheet (in letter head) of the firm/business where necessary.
5. Application money is not refundable, even if enlistment is not made. Enlistment is dependent on fulfillment of all terms and conditions.
6. Decision of the authority is final and binding.
7. For the downloaded form a DD drawn on in favour of "**The Registrar, Jadavpur University**" be submitted with the form.
8. The University reserves the right to accept or reject any application.

For use of Finance Officer's office/ Committee::

DETAILS OF THE CRITERION	OBSERVATIONS	POINTS	REMARKS