



**NATIONAL ENVIRONMENTAL ENGINEERING RESEARCH INSTITUTE  
(Council of Scientific & Industrial Research)**

**Nehru Marg,  
NAGPUR – 440 020 (M.S.) INDIA  
Fax - 0712- 2249746 , Telephone: 0712-2249885-88 & 2249970-72,**

No. PUR-NEERI/Vendors/2007

Sub:- Form for Registration of Vendors

**Part –I**

1. Name of Company : \_\_\_\_\_
2. Nature of company : \_\_\_\_\_  
(Proprietary / Partnership / Private Ltd. Co. / Public Ltd. Co.) (attach Certificate)
3. Registered Office & Address with pin : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Telephone No. : \_\_\_\_\_
5. Fax No. : \_\_\_\_\_
6. E-mail address : \_\_\_\_\_
7. Website (if any) : \_\_\_\_\_
8. Nature of Business : Manufacturing / Service / Dealership / Stockist / Indian / Agent / Indian Branch Office / Repair & Maintenance / Fabrication (Please specify And attach certificate for proof)
9. Class / Type of Product / Materials manufactured / Sold / Serviced / Fabricated :  
(Kindly mention any category / categories)

**Scientific Equipment / Analytical Instruments / Chemicals / Glassware / Gases / Servicing and maintenance of instruments, equipments etc.** / Computers / Computer peripherals / Office automation products / Electrical and electronic instruments / Air Conditioners, Water Coolers Electrical items / Electronics / Office consumables / Computer consumables / Cleaning materials / Stationery / Printing / Plumbing materials / Hardware, Tools items / Pipes & tubes / Photographic consumables / Pharmaceuticals / Fabricators .

**Part-II Commercial Information**

1. Sales Tax Registration : CST No. and Date \_\_\_\_\_  
(Attach certificate copy) TNGST No. / Other Sate S.T.No. and  
Date \_\_\_\_\_
2. Permanent Account No. : \_\_\_\_\_  
(Attach PAN copy)
3. Excise / Customs Registration No. : \_\_\_\_\_  
(Attach certificate copy)
4. Service Tax Registration No. : \_\_\_\_\_  
(Attach certificate copy)
5. NSIC Registration No. : \_\_\_\_\_  
For Small Scale Units (Attach certificate copy)
6. Name and address of your Bankers \_\_\_\_\_  
With Account Number \_\_\_\_\_
7. Paid up capital : \_\_\_\_\_
8. Audited balance sheet for the year 2005-06 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Any other relevant information : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part III – Technical Information**

1. Details of Products manufactured / sold/serviced : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Are your products / services traceable to any standards like BIS / DIN or traceable to ISO? If yes give details . Attach certificate.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Do you have service personnel for providing after sales service at Chennai ? If no. what are the locations of service centres in India ?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. If you are an Indian agent or Indian branch office, please give the details of Foreign principals whom you represent with details like period etc.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. If you are an authorized dealer / stockist / reseller, please give the details of companies whom you represent with details like period, product etc.  
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\_\_\_\_\_

**Part IV – Details of Major customers**

1. Names of CSIR Laboratories where your firm is registered

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2. Names of Autonomous institutions / Government departments / Major Public sector undertaking / Research and Development institutions like IIT /TSRO, ICAR, DAE, DRDO etc. where your firm is registered.

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3. Other major customers

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I certify that the information supplied herein including all attached pages / certificates is correct and true to the best of my knowledge.

Authorised signatory

Seal of company : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Place : \_\_\_\_\_ Date : \_\_\_\_\_

**Check List**

1. Relevant certificate for Name and address attached : Yes /No
2. Dealership / Authorised agent certificate attached : Yes / No
3. Sales tax certificate attached : Yes / No
4. Permanent account number copy attached : Yes / No
5. Excise / Customs Registration certificate attached : Yes / No
6. Service tax registration certificate attached : Yes / No
7. NSIC registration certificate copy attached : Yes / No
8. Audited balance sheet for the year 2003-04 attached : Yes / No
9. Catalogues / Technical brochures for relevant categories attached : Yes / No
10. ISO / ISI certificate attached : Yes / No
11. Indian agency certificate from foreign principal attached with period : Yes / No
12. Order copies of CSIR labs where registered (if any) attached : Yes / No
13. Order copies of Government institutions like IIT, ISRO etc. (if any) attached : Yes /No
14. Order copies of other major customers (if any attached) : Yes / No

Authorised signatory

Seal of company : \_\_\_\_\_

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Place : \_\_\_\_\_ Date : \_\_\_\_\_

1. All vendors should note that Registration would be valid for a period of five years with periodic review.
2. Manufacturers / Distributors with ISI Registration / Certificate under International standards like ISO will be given preference.
3. Details like sales tax registration, excise registration, income tax registration are mandatory. Vendors not furnishing such certificates will not be considered for registration.
4. Vendors who are authorized dealers to sell products should attach their dealership certificate with details like period of dealership etc. Vendors who are authorized dealers will be preferred to general order suppliers.
5. Manufacturers, Indian agents, Indian representatives of Foreign principals for scientific instruments / Computers and peripherals / Office automation equipment must give full details of service facility available at Nagpur or at least in India. The availability of spares / trained service personnel / **warranty terms** etc. must also be mentioned.
6. All vendors should attached relevant certificates, order copies, proof of registration with major customers etc. along with the application. Manufacturers / Authorised dealers / Indian agent of Foreign Principals must attach relevant catalogues / technical literature for the Products they are requesting registration. Request for registration without the enclosure will be rejected summarily.
7. **Filled in applications with enclosures should be sent to the “Stores and Purchase Officer, Nehru Marg, Nagpur -440 020 by Post / Courier / by personal delivery. Applications sent to e-mail fax etc. will not be considered.**
8. Vendors may kindly note that there is no registration fee
9. Vendors who are already registered with NEERI or who are already regular suppliers to NEERI are also requested to register themselves afresh in the respective categories.
10. Director, NEERI reserves the right to accept or reject any vendor.

**Stores & Purchase officer**