

CHECKLIST FOR VENDOR REGISTRATION

NAME OF THE VENDOR :

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SL.NO.	CHECKING PARAMETER	STATUS	
		SUBMITTED	NOT SUBMITTED
1	Partnership deed /Memorandum of article of association		
2	Trade License		
3	Company Profile		
4	Copy of Work orders		
5	Job completion certificates		
6	List of key persons with qualification , experience & stay in the company		
7	Copy of PAN CARD		
8	Copy of CST & / VAT Registration		
9	Copy of SERVICE TAX Registration		
10	Copy of P.F. , E.S.I. Registration		
11	Copy of S.S.I. Registration		
12	Audited Balance Sheet (Last 3 years) / Bank Statement (Last 3 months)		
13	List of Clients		