

ASKARI CEMENT LIMITED

(Head Office 4th Floor, AWT Plaza, The Mall, Rawalpindi)

VENDOR REGISTRATION APPLICATION

Read and complete this form carefully and attach the supporting documents where required.

BUSINESS

1. Legal Name: _____
2. Operating as: _____
3. Sales Tax Registration # (Attach Photocopy of certificate): _____
4. NTN #: (attach photocopy of registration certificate): _____
5. Nature of Business: (attach photocopy of registration certificate)
 Manufacturer Importer Stockist General Order Supplier
6. Corporate Status of firm: (In case of limited firm provide memorandum of association. If partnership, provide Photo copy of partnership deed)
 Sole Proprietorship Partnership Limited Other ()
7. Please provide the following: (use separate sheet for each)
 - a. Brief Introduction of firm.
 - b. Detail of Major Products/Services that you offer along with brochures/product catalogue/
 - c. In case you are authorized dealer of any other firm give complete detail of products offered by your principal.
 - d. Detail of your firm's bankers with account # and their location. Also attach last six month bank Statement
 - e. If your firm is member of Chamber of Commerce & Industry or other organizations, provide details
 - f. Detail of companies to whom your firm is registered as supplier/vendor.
 - g. Detail of Purchase/Work Orders, your firm has received from other organizations especially from cement industries.
 - h. Detail of key appointments held.
 - i. Organization chart of firm.
 - j. In case of manufacturers, detail of machinery and production facilities your company have.

CONTACT INFORMATION

8. Mailing Address: (to which bids/enquiries will be mailed): _____

9. Name of contact person with designation: _____
10. Phone: _____
11. Fax: _____
12. E-mail: _____
13. Website: _____

VENDOR'S QUESTIONNAIRS

14. Our team will visit you. Please mention tentative week suitable to you: _____

15. You will be required to visit our head office. Please mention tentative week suitable to you. _____

16. Do you want to extend some concessional package to us? Yes No

If yes, give details: _____

17. Are you an ISO-9000 certified company? If yes, attach photocopy Yes No

18. Has the company changed its name in the past? Yes No

If yes, give the previous name of business and reasons: _____

19. Select any five options from the following categories in which you want to register your firm: (maximum five (05))

CATEGORY-1

- Gypsum
- Laterite
- Paper Bags / P.P Sacks

CATEGORY-2

- Lab Chemical
- Lab Equipment
- Glass Ware, Computer
- Industrial Gases
- Computer
- Software

CATEGORY-3

- Bearing
- Belts
- Coal
- Boiler Parts
- Brass
- Copper Product
- Conveyor Belt
- Repair Material
- Door & Windows
- Explosives
- Fabrication & Casting
- Fire Fighting

- Electrical/Electronic Instruments
- Electrodes Welding Material
- General Items
- Tools
- Steel Bars
- F/Oil Diesel
- Furniture Fixture
- Glass Hardware
- Heavy Machine
- Import
- Pipe & Fittings
- Mechanical Instruments
- Parts, Nuts
- Bolts
- Oil Seal, O. Ring
- Ply Wood
- Iron Steel
- Lubricant & Greases
- Medical Equipment
- Pneumatic Fittings
- Refectories
- Hyd hoses
- Rubber Product
- Uniforms

- Valves
- Gauges & Accessories
- Filter Bag
- Air Slide Fabric
- Aluminum Products
- Electric Fixtures/Goods
- Woods
- Wire Mesh

CATEGORY-4

- Furniture & Fixture
- Advertising & Printing
- General Items
- Glass
- House Hold Appliances
- Light Vehicles & Parts
- Office Equipment
- Paints
- Sanitary Wares
- Stationery
- Tyres & Tubes
- Printing Stationery
- Others (Please mention)

TERMS AND CONDITIONS FOR REGISTRATION OF SUPPLIERS

1. Registration fee of **Rs. 1000.00** non refundable in the shape of Demand Draft/Pay Order to be deposited along with the application. However, this fee is refundable in case the supplier is not selected for registration by ACL Wah.
2. Supplier can apply for maximum of five (05) options.
3. All applications will be processed by a committee formed by ACL. Decision of committee regarding the supplier's registration for the particular categories will be forwarded to supplier in due course of time.
4. The registered supplier shall have to submit security deposit (refundable) as under:-

a.	Importers	Rs. 20,000.00
b.	Manufacturers	Rs. 10,000.00
c.	Stockists	Rs. 5,000.00
d.	General Order Suppliers	Rs. 5,000.00
5. Security deposit can be refunded on the request of suppliers provided they intend to discontinue their business but it will be subject to clearance by the company.
6. The company will forfeit security deposit in case of delisting by the company due to bad performance.
7. The registration is renewable annually with registration fee of **Rs.1000.00** (non refundable)
8. In case of any dispute, decision of CEO Askari Cement Limited Wah will be final.

DECLARATION

I solemnly declare that the above information is correct to the best of my knowledge and belief and no information is withheld. I also understand that if any information is withheld or stated incorrectly will result in delisting and forfeiture of the security. I also agree with all terms and conditions mentioned above.

Signature: _____

Name: _____

Designation: _____

Seal/Stamp: _____

CHECK LIST OF DOCUMENTS TO BE ATTACHED

Before dispatch of this application form, please ensure that you have attached attested photocopies of following documents:

- | | |
|---|---|
| <input type="checkbox"/> NTN Registration Certificate. | <input type="checkbox"/> Certificate of registration with other firms as supplier / vendor. |
| <input type="checkbox"/> Sales Tax Registration Certificate. | <input type="checkbox"/> ISO Certificate. |
| <input type="checkbox"/> Firm Registration Certificate. | <input type="checkbox"/> Membership certificates. |
| <input type="checkbox"/> List of Major Products/Services along with brochures/product catalogues. | <input type="checkbox"/> Memorandum of association (in case of Private Limited Companies) |
| <input type="checkbox"/> List of Bankers and Last six (06) months bank statement(s). | <input type="checkbox"/> Partnership Deed (in case of partnership) |
| <input type="checkbox"/> Detail of key appointments held. | <input type="checkbox"/> Photographs & Computerized National Identity Card of Owner. |
| <input type="checkbox"/> Valid authorization/dealership certificates from Principals. | <input type="checkbox"/> Registration fee of Rs.1000/- (non refundable) in the shape of Bank Draft/Pay Order in favour of ACL, Wah payable at Rawalpindi. |
| <input type="checkbox"/> Copies of Purchase/Work Orders, your firm has received from other organizations especially from cement industries. | <input type="checkbox"/> Letter Pad with specimen signature and detail of authorized contact person. |
| <input type="checkbox"/> In case of manufacturers, detail of machinery and production facilities your company have. | <input type="checkbox"/> Organization chart of firm. |
| <input type="checkbox"/> Any other information you may like to submit. | |