

UPLOAD DOCUMENTS

TO BE SUBMITTED (HARD COPIES)

New Bidders/Vendors will be required to submit 'Vendor Registration Form' (hard copies) alongwith the aforesaid photocopy/documents to the TISS, Mumbai. Also hard copies of the following documents are to be submitted to the Section Officer, Purchase & Stores Section, V.N. Purav Marg, Deonar, Mumbai-400 088.

1. Shop & Establishment / Certificate of Registration
2. Manpower Strength (Total)
3. No. of Branches (Different Geographical Areas) (Total)
4. GST Registration Certificat
5. SSI/MSME Registration/ Udyog Aadhar Registration Certificate
6. Copy of PAN Card
7. List of Clients (Govt. & Non-Govt)
8. List of Products / Goods & Services
9. Three Consecutive Year's Audited Balance Sheet & Income Tax Return/Annual Turnover

Financial Turnover in last Three FYs (in lakhs) - Attach a copy of Audited statement of each)

(a) FY: 2017-18 (b) FY:2018-19 (c) FY: 2019-20

Audited financial statements or financial statement showing turnover duly signed by a chartered Accountant are to be enclosed

10. Photo-copies of any two recent MOUs or Purchase Orders with similar organizations

List of similar contracts with reputed institutes/organizations/PSUs/University etc., (Attach a copy of work order/completion certificate in each case)

(a) Name of the Organization (b) Contract Value (Annual) (c) Duration

11. Bank Details (Cancelled Cheque)
12. Copies of any two Offer Letters issued by any organization of similar tenders
13. EMD Payment Details – Bank Name, UTR No. Date etc.

EMD Details (Enclose the DD with Technical Bid) (Enclose the Online Receipt with Technical Bid)

(a) Details of the EMD: (b) Amount: (c) Bank's Name: (d) Tracking No: (e) Date:

Once EMD paid, receipt will be generated by the Institute and the same will be mailed.

=== THANKS ===