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1. Basic Particulars of the Business

Name of the business

Registered office address

Mailing address
(For communication)

Phone Fax

Mobile Email

2. Type of Business

Sole proprietorship
 Listed Public Ltd Co
 Private Limited
 Government Organization
 Partnership
 Others

Please specify "Other"


Company/Partnership Reg. No. (as per copy of registration provided)

3. Nature of Business

Service provider
 Retailer
 Manufacturer
 Commercial
 Wholesaler & distributor

4. Particulars of the business owner(s) (Proprietor, Partners, Directors) / CEO / GM.

Name	NTN/CNIC/Passport No.	Designation
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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5. Key signatories authorized to sign bids, offers, quotations, proposals and contracts

Sr.	Name	Position	Email ID.
i)			
ii)			
iii)			

6. Particulars of tax registration(s)*, **

	Tax No./STRN/ NTN *	Registered Office address
FBR	<input type="text"/>	<input type="text"/>
PRA	<input type="text"/>	<input type="text"/>
SRB	<input type="text"/>	<input type="text"/>

* Please provide copy of the relevant tax registration certificate.

** Please provide NTN as well as STRN, if applicable.

7. Years in Business:

Up to 05 Years
 05 to 10 Years
 10 to 15 Years
 15 years & above

8. Partnership status of Product

_____	<input type="checkbox"/> Platinum	<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	<input type="checkbox"/> N/A
_____	<input type="checkbox"/> Platinum	<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	<input type="checkbox"/> N/A
_____	<input type="checkbox"/> Platinum	<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	<input type="checkbox"/> N/A
_____	<input type="checkbox"/> Platinum	<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	<input type="checkbox"/> N/A


9. Total Employees Counts

10. Total Technical Staff Counts
 Up to 05
 05 to 10
 10 to 15
 15 & above

11. Annual Sale Volume (Pak Rupees) *

Less than 05M
 05 M to 10M
 10 M to 50M
 50 M & Above

* Last Year Annual Accounts to be provided.

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12. Support & Service

Does your organization provide after sale service?

Yes
 No

13. Product Inventory

Do you maintain inventory locally of products?

Yes
 No

14. Standard Delivery Time

Within 02 Weeks
 02 – 04 Weeks
 05 – 08 Weeks
 More than 08 Weeks

15. Country Wide Existence

Karachi
 Lahore
 Islamabad
 All

16. Product Complain Policy

Replace with new
 Return
 Repair
 N/A


17. Clientele*

Sr.	Company Name	Contact Person	Designation	Contact No.
i)				
ii)				
iii)				
iv)				

* The clients detail should be on most recent basis.

18. Banking Information

Account title Account number
 Bank name Branch name

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15. Declaration

I/we, the undersigned, hereby confirm that the information provided above is correct and true to the best of my/our knowledge, with every effort made to keep the same complete. I/we understand that NCCPL may use this information to meet its different legal obligations and statutory requirements. I/we have carefully read the rules and guidelines given in Section 1 and confirm that we fully understand them and agree to abide by the same. I/We further undertake to immediately update NCCPL on any change in the particulars given above as and when those changes take place.

For/on behalf of


<p>_____</p> <p>(Vendor name and stamp)</p>	<p>_____</p> <p>(Signature)</p>
	<p>_____</p> <p>(Name)</p>
	<p>_____</p> <p>(Designation)</p>
	<p>_____</p> <p>(Date)</p>

Notes:

- Kindly review and sign both pages of term & Conditions of Procurement (Enclosed as Annexure A)
- Kindly attached company profile
- Attached supporting documents such as authorized partnership status etc. (where applicable)
- Separate sheet can be used / attached to elaborate / support the provided information.

FOR NCCPL INTERNAL USE ONLY

1.	Comments		
2.	Team Lead Procurement	<p>_____</p> <p>(Name / Signature)</p>	<p>_____</p> <p>(Date)</p>
3.	Head of Administration	<p>_____</p> <p>(Name / Signature)</p>	<p>_____</p> <p>(Date)</p>

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ANNEXURE A

Terms & Condition of Procurement (to be accepted by the vendor)

National Clearing Company of Pakistan limited is hereinafter termed as "the Company". The person, firm or Company supplying the goods or rendering services is hereinafter termed as "the Vendor".

Following are the applicable terms & conditions agreed by the Vendor;

- 1. Acceptance of the Purchase Order:** The supplier will acknowledge acceptance of the purchase order by acknowledging purchase order and provide its receipt by email, electronic message, fax or by return post soon after the receipt of the Purchase Order from the Company.

- 2. Advice Notes and Delivery Challan:** All goods must be accompanied with Advice Note or Delivery Challan on which the Order No., quantity and supplier's name is clearly shown. Non-compliance with this condition renders the goods liable to non-acceptance. Such goods will be held by the Company solely at supplier's risk and if not cleared by them within 7 days, storage and handling expenses may be charged at the rate of 0.5% per week of the purchase order amount for first 2 weeks and thereafter storage and handling expenses may be charged at double the rate till 4 weeks. In case if the goods are not collected by the vendor for 12 weeks, Company may dispose-off the material without any liability.

- 3. Delivery:** The period of delivery will commence from the date of the receipt of the Purchase Order by the Vendor or as specified on the Order.


- 4. Delivery Location:** Delivery to be made at the locations specified in the purchase order

- 5. Delivery Date:** This Order is liable to cancellation if the Delivery shall not be affected within the time specified on the Order. In instances where Delivery Date is not specified, same must be advised when confirming acceptance of this Order as required by clause 2 above. If the material/services not delivered within the period specified company reserves the right to cancel the order and will not be responsible for any consequence to the vendor due to cancelation of such order.

- 6. Delayed Delivery:** If deliveries are not made in time and if the item is needed urgently, the vendor is requested to deliver the item immediately. Any further delay in delivery by the vendor may render the Purchase Order liable for cancellation and entitles the Company to procure the item from another concerned source

- 7. Penalty charges:** will be paid by the Vendor at the rate of 2 % per week for the value of the order or as specified in the purchase order which the vendor have failed to deliver, within the delivery period, provided that such penalty charges shall not exceed 10% of the total price payable under the Contract/Purchase Order.

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8. INSPECTION:

a. The Company reserves the right to inspect any goods after or before dispatch from the Vendor’s premises but such inspection shall not relieve the suppliers from responsibility or liability nor be interpreted so as in any way to imply acceptance of such goods.

b. Goods delivered have to meet the entire satisfaction and approval of the Company’s authorized representative on delivery at its designated location as stated on the order.

9. QUANTITY DELIVERED: No quantity over and above that requested, by this Order will be received or paid for without prior written authority obtained from the Company’s authorized representative. Supply of any unauthorized and unaccepted quantity over and above the Order quantity will be liable to rejection.

10. Special Instructions: When required by the Company, the vendor shall mark the goods and materials ordered in accordance with reasonable instructions of the Company's Authorized Representative.

11. Evaluation Criteria: All the documents/statement provided by the vendor if proved false, misstated, concocted, or incorrect at any time during or after Pre-qualification & Registration will result into permanent disqualification and black listing of the firm/company/ partners. The company also reserves the right to take legal action in such case.

12. Non-Disclosure Agreement: All Registered Vendor shall be required to sign off NCCPL Non-Disclosure Agreement, failure to submit NDA duly signed may result in cancelation of registration / black listing for future business

The pre-qualification of vendor is the sole discretion of Company and shall qualify/dis-qualify vendor without assigning any reason whatsoever.

Accepted

Authorized Signature _____
Name _____
Designation _____
Date _____