DIRECTORATE OF SZABIST ZABTech
INSTITUTE OF TECHNICAL & VOCATIONAL EDUCATION (iTVE)

Procurement office,
Directorate of SZABIST ZABTech
Phone: (021) 35220278 Ext: 106, +92 315 8676191
Email: procurement@zabtech.edu.pk
Address: Ground floor Sheikh Sultan Trust Building,

APPLICATION FOR REGISTRATION

AS A LOCAL SUPPLIER/VENDOR

Please type or print. Do not leave any field blank. Check with tick mark ( ) or write N/A (i.e. Not Applicable) where appropriate.

1. Name of Company: _____

2. Registered Office address:

   2.1 P.O Box _____

   2.2 Street Address: _____

   2.3 City: _____ 2.4 Postal Code: _____

   2.5 Phone: _____ 2.6 Cell: _____

   2.7 Fax: _____ 2.8 Email: _____

3. Status of the Company/Vendor/Supplier:

Public Limited	**Private Limited**	**Partnership**	**Proprietorship**

4. Year of Establishment _____

5. Name of the owners (or partners or directors) and Chief Executive _____

   _____

6. Bank Details: Business /Personal:

   _____

   _____

7. Submission of the following documents are essential:

   i) Registration No. _____ Year of Registration _____

   ii) Registration Authority _____

   iii) Year of Establishment _____

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iv) National Taxation Number _____ Year _____

v) Membership with Local
Chamber of Commerce No: _____ Validity _____

vi) Sales Tax Registration No: _____ Date _____

vii) Details of present enlistment with public sector / Govt. organization including categories in which registered.

_____

(We may get above declaration verified by the concerned Agency)

8.

S.No.	Category Name	Remarks
1	Laboratory Equipment	
2	Printing/Advertisement	
3	Advertisement/Event Management	
4	IT Equipment/Computer/Mobile etc.	
5	Office Furniture/Fixture	
6	Travel, air ticketing & Rent a Car	
7	Culinary Tools and Consumables	
8	Hair and Beauty Tools and Consumables	
9	Automobiles Tools and Consumables	
10	Welding Tools and Consumables	
11	Industrial Electrician Tools and Consumables	
12	Fashion Designing Tools and Consumables	
13	HVAC Installation repair maintenance	
14	Generator, A.C repair and maintenance	
15	Stationery & General Items	
16	Insurance Services	
17	Office Equipment Repairing	
18	Vehicle Repair & Maintenance	
19	Laboratory Equipment Repairing and Validation	
20	Courier Services	
21	Infrastructure Up-Gradation	
22	Consultancy Services – MEP	
23	Hotel & Restaurants	
24	Janitorial Services	
25	Drinking water	
26	Plumbing & Electrification work	

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27	Machinist Tools and Consumables	
28	Solar Installation/Tools and Consumables	
29	Plumbing Tools and Consumables	
30	Uniform/Stitching/Customized	
31	Window Blinds	
31	Any other etc.	

Category for which registration is sought:

9. Brief description of Litigation / Suits, if any (otherwise submit an affidavit that your company is not facing any litigation / suit in court of law anywhere in Pakistan).

10. Please submit list of your important / valuable clients in the last three years.

11. Any additional information the applicant from may like to furnish in support of its application for registration

Signature _____ Firm _____

Name _____

Designation _____

Date _____ Seal / Stamp _____

NOTE:

A) An applicant firm
Providing misleading or wrong information is liable to be disqualified and denied registration with the SZABIST ZABTech even after registration

B) The SZABIST ZABTech reserves the right to accept or reject an application for registration without assigning any reason/s thereof.

Documents Required for Registration of Companies / Suppliers:

1- Sales Tax Registration Certificate
2- Income Tax Registration Certificate
3- Affidavit for No Litigation (LEGAL paper Rs.50 or Rs.100)
4- Company Profile
5- List of Clients
6- Purchase order copies of your few clients (for verification)
7- Owner CNIC Copy
8- Bank Account Details/Financial Statement

Please be advised that incomplete applications or those missing required information will not be processed. If you have any queries regarding the registration process, please contact the Procurement Department at procurement@zabtech.edu.pk.

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Alternatively, you may visit our Directorate Office located at:

SZABIST ZABTech
Sheikh Sultan Trust Building No. 1
Beaumont Road, Civil Lines
Karachi, Sindh 75530
Pakistan

Once you have completed the form, please send a hard copy along with the relevant documents to the address provided above.