

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 _____

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. Category for which registration is sought:

| 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 | |
| 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. | |



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.

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.