



VENDOR/GEN ORDER SUPPLIER REGISTRATION FORM DHA GUJRANWALA

1. Name of Company:
2. Address:
3. Email:
4. Tel: 5. Fax:
6. Type of Business:
Listed Company Non-listed Company Partnership Sole proprietorship
- Others (Please Specify): _____
7. NTN: _____ 8. GST No.: _____

9. Authorized Signatories : (authorized to signs bids/offers/contracts & receive cheques)

S.No.	Name	CNIC	Designation	Contact No.	Specimen signatures

*Note: Use duly signed and & stamped separate sheet if required.

10. Bank Name:
- Branch Address:
- Bank Account number: Account Title.....

11. List of supplies & stores provided by firm:

S.No.		S.No.	

12. Declaration

I _____ CNIC _____ Desgn. _____ of Messrs _____ do hereby declare and confirm that given information is true, accurate and correct to best of my knowledge and belief and nothing has been concealed intentionally. I agree that this registration, if accepted, shall be valid for 2 years from the date of approval and it does not constitute an assumed obligation whatsoever by DHA. I also confirm that in the event of any changes of status or changes in the elements of the aforementioned information, details shall be provided as and when changes take place.

Signature

Stamp

Date

13. Checklist of Documents to be attached.

- CNIC of directors/members/partners and authorized signatories.
- Certificate of Incorporation / Partnership Deed/Undertaking in case of sole proprietor
- Copies of monthly Withholding Tax and Sales Tax Return for last 3 months
- Proprietorship Articles / Memorandum of Association & Form A (In case of Firm)
- NTN Certificate and Sales Tax Registration Certificate
- Pay Order in the favor of DHA Gujranwala of the respective amount mentioned at point 14.
- Company financial statements/balance sheet (Audited Reports) for the last two fiscal years. In case of audit accounts are not available; a business Profit & Loss statement is required to be submitted on the company letter head along with copies of Final Income Tax Returns for the last two years.
- Company profile along with past experience over the last two years stating major contracts, with values and corresponding client name.

Note: All parts of the registration form must be completed, and all above requirement must be fully complied with. Incomplete forms will not be processed.

1. Registration with DHA, if accepted, does not constitute any obligation on part of DHA to guarantee any tender invitation, contractual awards or any order for product or service. It must not be treated as prequalification.
2. Please send this form to following address through registered post or courier service:
 - a) Dir Adm
 - b) Defence Housing Authority Gujranwala, Main GT Road near Chenab Gate, Gujranwala Cantt, Gujranwala, Pakistan
 - c) For queries: (055) 111-666-000

14.

Category	Limit of Award of Purchase Order	Registration Fee Corporate	Registration Fee Non-Corporate
S-1	No Limit	Rs. 10,000	Rs. 20,000
S-2	Up to Rs. 5 M	Rs. 8,000	Rs. 16,000
S-3	Up to Rs. 1 M	Rs. 5,000	Rs. 10,000

For Official Use Only: Subject to Verification from Adm, Fin & Legal Br for Final Recommendation:

Remarks:

Registration No. Allotted: _____

Date Received by DHA: _____

Date Evaluated: _____

Registration intimated on: _____

Rejection intimated on: _____

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Desg: Dir Adm

Sign:

Stamp: