

Date: _____

Instructions:

- Provide as much details as possible without ambiguity
- Use tick marks where appropriate or options are mentioned
- Vendor to sign on each sheet, use rubberstamp where appropriate
- Person filling the form must have been authorized to do so by his employer / firm

Business entity type:

- OPC LLP Private Limited Public Limited
 Joint Venture co. MNC Special Purpose Vehicle
 NGO / NPO Others (Specify) _____

Processes followed:

- None QMS ISO CMMI Others: (Specify) _____

Business Details:

Trade / Business Name	Year Established	ISIN
Name of CEO / MD		

Registered Business / Mailing Address	Local / Branch Address & Phone no. for communication
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Customer support landline No:	Customer Support mobile number:	Customer support email id:
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Registration Details (with various Govt. Authorities)

Business Registration No & Date	CIN No.	GST No.
Firm PAN No	ESI No.	PF No.

Total turnover in the last financial year (in lakhs)
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Facilities:

Total Staff / Workers (full time)	Contract / Part time staff / workers
Names of Parent, Associate or Subsidiary Companies (if Applicable)	
Technical / Manufacturing / Workshop / Godown Floor Area (in SqFt)	Office / Administration area (in SqFt)

Brief description of services offered through this engagement

Back up provided (Warranty, Guarantee, AMC, post deployment support, post supply of goods, Service Assurance, etc)

Account Details:

Bank Name	Branch Name & City / Town	
A/C No	A/c Type: CA / OD / NRI / Others:	IFSC Code
Account title / name as per Bank records		

Contact Details: (must be of supervisory capacity, authorized through a resolution)

Authorized contact Name	Designation	
Phone No (office)	Primary Mobile Number	Official email
Work Address:	Work / Contact Time	
	Weekly Holiday	

DECLARATION

I, _____ Hereby declare & certify that the information provided in this document is true to the best of my knowledge.

Date: _____

Place: _____

Signature of Authorized Contact Person

Notes:

- All information provided shall be kept confidential.
- If the situation demands, separate MOU / Agreements shall be executed based on business entity type and transaction types.
- Vendors demonstrating key success factors, abilities and good support factors has higher chances of engagement.
- This form can be used for all engagement purposes.
- If any vendor is not interested to fill up this vendor engagement form, they must provide their business or company profile and must contain the information required herein.



Plot Monitor