



Sindh Rural Support Organization

VENDOR REGISTRATION /PRE-QUALIFICATION FORM

Instructions to Applicants

1. Attach copies of all required supporting documents.
 2. Incomplete applications may not be considered.
 3. Submission of this form does not guarantee enlistment.
 4. SRSO reserves the right to verify any information provided.
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SECTION A: GENERAL INFORMATION

1. Name of Business/Firm/Company: _____
2. Legal Status (Tick one):
 - Sole Proprietor
 - Partnership
 - Private Limited Company
 - Public Limited Company
 - Other (Specify): _____
3. Year of Establishment: _____
4. NTN Number: _____
5. Sales Tax Registration No. (if applicable): _____
6. CNIC (if Sole Proprietor): _____
7. List of Directors/ Partners (in case of Co./ Partnership)
8. Registered Office Address:

9. Branch Office Address (if any):

10. Telephone No(s): _____
11. Email Address: _____
12. Website (if any): _____
13. Authorized Representative Name: _____
14. Designation: _____

15. Mobile Number: _____

SECTION B: LEGAL & REGULATORY COMPLIANCE

(Attach copies of the following documents)

- NTN Certificate
- Sales Tax Registration Certificate
- Active Taxpayer Proof (FBR ATL)
- SECP Registration Certificate (if applicable)
- Partnership Deed (if applicable)
- Bank Account Maintenance Certificate
- Latest Tax Return
- Affidavit of Non-Blacklisting (on stamp paper)

SECTION C: FINANCIAL CAPACITY

1. Annual Turnover (Last Three Years) supported with Annual Return.

Year	Annual Turnover (PKR)

2. Banking Information

Bank Name: _____

Branch: _____

Account Title: _____

IBAN: _____

- Six Months Bank Statement Attached

SECTION D: RELEVANT EXPERIENCE

1. Major Clients (Last Three Years)

Client Name	Supplies/Services	Contract Value	Year

2. Experience with Development Sector / NGOs

- Yes No

If yes, provide details:

SECTION E: TECHNICAL CAPACITY

1. Core Business Area:

- Manufacturer Service Supplier Other (Specify)
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2. List of Products/Services Offered:

LIST OF THE CATEGORIES

Indicate the categories in which you desire to be registered by putting against each. Categories are as below: -

IT Equipment

- Laptop/Desktop Computer
- Servers (Chassis/Blades)
- LCD Monitor
- Printers color/B&W
- Multimedia Projector
- Projection Screen
- Digital Camera
- UPS (All types)
- Laptop bag/Backpack
- Scanner
- Photocopier (color/B&W)
- Computer Parts and accessories
- Toner for Copiers/Printers
- GPS devices
- Others

Network and Storage

- Network Switch
- Routers
- Firewalls
- Equipment Rack
- Server (All types)
- Data Storage Drive
- Networking cable and accessories
- Others

Automobiles

- Pick up 4 x 4/4 x 2
- Van
- Saloon Car
- Light Truck
- Motorcycles (Diff capacities)
- Tyers
- Spare Parts & Accessories
- Repair & Maintenance services
- Others

Office Appliances

- Air conditioner
- Refrigerator
- Electric Cattle
- Generator (Diesel/Petrol/CNG- Diff capacities)
- ATS Panel
- Room Cooler
- Gas Heater
- Electric Heater
- Water Dispenser
- Microwave Oven
- LCD/LED TV
- PABX
- Air Cutter
- Fans/Lights
- Paper Shredder
- Video Conference Equipment
- Audio Conference Equipment
- Conference Room Audio System
- Others

Furniture & Fixture

- Office furniture Wooden/Steel
- School furniture Wooden/Steel
- School furniture Plastic
- Window Blinds
- Office Partition Wooden/Aluminum
- Others

Relief Items

- Complete Tents
- Tarpaulin Sheet
- Polythene Sheet
- Nylon Rope
- Bamboo
- First Aid Kit
- Hygiene Kit
- Wash Kit
- Kitchen Set

Livestock & Dairy

- Goats
- Poultry
- Cows
- Buffalos
- Dairy Equipment (Processing Storage)
- Livestock Medicines
- Veterinary Instrument
- Livestock Vaccines/De wormer
- Animal Feed (Vanda)
- Others

Water Purification

- Water Filter
- RO Plant
- Spares and consumables Water Purification
- Others

Stationery & Printing

- Office Stationery
- Office consumables
- Printing paper
- Printing of Registers, Recovery / insurance receipts, Passbooks, Pads, Books, Cards, Handouts, Broacher, Charts, Calendar, copies, visibility material etc.
- Printing of Banner (Pena flex)
- Others

Food and Event Management Services

- Food
- Catering & decoration
- Event Management services

Seed and Fertilizer

- Fertilizer DAP, Urea etc
- Seed different corps
- Others

Uniforms

- Office Uniform complete
- Jackets
- Shoes
- Others

Kitchen and Toilet

- Kitchen supplies
- Toiletries
- Office supplies
- Others

- Quilts
- Matters
- Life Jacket
- Pillow
- Sweater
- Socks
- Non-Cooked Food and Food Items
- Others

Medical & Surgical

- Medicines
- Chemicals & Regents
- Surgical Item
- Disposable Item
- Surgical Equipment
- Hearing Aids
- Vision/Sunglasses
- Clinic and Hospital Equipment
- Others

Hand Pumps

- Conventional Hand Pump
- Force Hand Pump
- Ram Pump
- Deep Well Pump
- Pipe fittings and accessories
- Others

Training Tools Kits & Consumables

- Cooking
- Stitching & Sewing consumable items (Cloth & threads)
- Hand Embroidery
- Machine Embroidery
- Arc work
- Applique work
- Fashion designing
- Generator repairing
- Mobile repairing
- Beautician
- Driving
- Bakery products
- Food Processing
- Plumbing
- Solar Power Technician
- UPS repair & Installation
- Tractor driver
- House electrician
- Motor bike repairing
- Motor winding
- Computer hardware & software
- Masson Tool
- Welder Tool
- Disaster Management Kit/Emergency Response Kit
- Others

Rental Vehicle services provider (Monthly / daily)

- Van / HIACE 18-seater (2700-3300 CC)
- Corolla or equivalent (1300 CC)
- Cultus or equivalent (1000 CC)
- Alto or equivalent (660cc)
- Mehran / Bolan (800 CC)
- 4x4 Jeep long chassis diesel vehicle
- Availability of any other vehicle.

Painted Iron Sign Boards

- Manual printed iron sign boards
- Screen printing iron sign boards

Consultant:

- Consultant (please specify the areas of consultancy)
- Market research study (please specify areas of competency)

Video documentary

- Producing video documentary
- Broadcasting of audio / video campaigns in radio and channels.

Publication of advertisement

- Publication of advertisement in leading local and international newspapers.

3. Number of Technical/Skilled Staff (if applicable):

4. Warehouse/Office Facility Available: Yes No

5. After-Sales Service Facility Available: Yes No

SECTION F: DECLARATION & UNDERTAKING

1. Has your firm ever been blacklisted by any Government, Donor Agency, or NGO?
 Yes No

If yes, provide details:

2. Is your firm currently involved in any litigation?
 Yes No

If yes, provide details:

3. Is your firm or any person listed or sanctioned issued by the Pakistan Government, DIFD, USAID, UN agencies, UNSCR, NACTA, European Union and others.?
 Yes No

If yes, provide details:

4. We agree to abide by SRSO Procurement Policies, Code of Conduct, and Ethical Standards.

Yes No

Declaration

I/We hereby declare that the information provided in this application is true and correct to the best of our knowledge. Any false information may result in disqualification or removal from the approved vendor list.

Name: _____

Designation: _____

Signature: _____

Company Stamp: _____

Date: _____

FOR OFFICIAL USE ONLY (SRSO)

Application Received on: _____

Screening Status:

Complete

Incomplete

Evaluation Result:

Approved

Conditionally Approved

Not Approved

Committee Members & Signatures:

1. _____

2. _____

3. _____

Remarks:
