

SUPPLIER REGISTRATION & SELECTION FORM

General Introduction				
1.1	Name of the company:			
	Address 1:			
	Address 2:			
	Address 3:			
	City:		Country:	
	PIN:			
	Contact Person (1) :		Designation:	
	Contact Person (2) :		Designation:	
1.2	Phone No :		Extension:	
	Mobile:			
	Residence:			
	FAX:			
	E-Mail :			
1.3	Who introduced / recommended:			
1.4	Specification of Material/Agencies/Manufacturers ;			
	Category	Company	Brand	Short Description of Products
	a			
	b			
	c			
1.5	Average lead time for supply:			
1.6	How old is the establishment (No. of Years in Business):			
1.7	Certification ;ISI /ISO9000 /etc. Attach supporting documents:			
1.8	Client Reference list to be attached.			
1.9	Credit /Payments /Delivery Terms :			
For Office Internal Use : Supplier Selection				
2.1	Appraisal method			
	1. Sample(s) testing			
	2. Past performance			
	3. Experience of other known users			
	4. Well known brand / trail order			
2.2	Recommendation by		Date:	
	In-charge(Purchase)		Partner	
*	Attach Additional Sheets where ever Necessary.			

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