



## **PURCHASE DEPARTMENT**

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**Dear Sir/Madam,**

**Greetings!**

**Sub: JAY BEE VENDOR REGISTRATION**

We have provided the following downloadable document in the supplier section of our website [www.jaybeetransformers.com](http://www.jaybeetransformers.com) :

- Vendor Registration Form.
- JAY BEE Code of Conduct for Vendors & Business Providers.

Kindly complete and sign the Vendor Registration Form, along with all the requisite documents and JAY BEE Code of Conduct for Vendors & Business Providers Declaration. Please send the signed documents either in PDF soft copy format @ [Purchase@jaybeetransformers.com](mailto:Purchase@jaybeetransformers.com) or the hard copy through courier addressed to our **Correspondence address** @ Purchase Department, JAY BEE INDUSTRIES, #125, Sector -12, Panchkula, 134109 (Haryana) India. The copies of the certificates and letters, as indicated in the Vendor Registration Form.

All information provided will be kept confidential. JAY BEE reserve the right to verify information submitted by the vendors.

Moving forward, JAY BEE will conduct business with registered vendors who practice the same principles of business conduct. JAY BEE may at its absolute discretion appoint or reject any vendors based on information provided without giving any reason whatsoever.

If you have any queries on your registration, please contact Ms Monika Mehta at + 91 7696483045.

Yours Sincerely,

**For,  
JAY BEE INDUSTRIES,**

**Sanjeev Garg  
CEO**



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**Application for Vendor Registration**

Please ensure that all necessary documents listed below are attached together with the registration forms before submitting it. **Registration forms with missing attachment will be rejected.** The checklist is for your guidance.

**CHECK LIST OF ENCLOSURES REQUIRED:**

- JAY BEE CODE OF CONDUCT FOR VENDORS & BUSINESS PROVIDER
- CERTIFICATE OF INCORPORATION/BUSINESS REGISTRATION
- MEMORANDUM ARTICLES OF ASSOCIATION
- COPY OF PAN CARD & GST REGISTRATION CERTIFICATE
- COPY OF TAN NO REGISTRATION FOR SERVICES
- COMPANY'S ORGANIZATION CHART
- RELEVANT LICENCE / REGISTRATION CONFIRMATION LETTER
- LATEST AUDITED ACCOUNTS
- VENDOR DECLARATION (last page of the profile form)
- BROCHURES , CATALOGUES , PRESENTATION
- OTHERS ( *To specify* )


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*(Please ensure that all documents have been certified true accordingly.)*



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**VENDOR PROFILE FORM**

**Section A**

Company Details		
1.	Company Name (in full)	
2.	Company Registration Number (Please attach a copy of your company's registration documents, e.g. certificate of incorporation)	_____
3.	Date of Establishment	
4.	Correspondence Address	_____ _____ _____
5.	Telephone Number	
6.	E-mail Addresses of the Dealing Person & Senior Team Members	1. 2. 3. 4.
	Principal Office Address & Telephone Number (If differ from #4 & #5 above)	_____ _____ _____
7.	Website address	
8.	PAN No of the Organization	
9.	GST No. of the Organization	
10.	TAN No.	
11.	Contact details <ul style="list-style-type: none"> <li>Name</li> <li>Designation/Position</li> <li>Contact No.&amp; email address</li> </ul>	_____ _____ _____



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12.	<b>Type of Business</b> (Please mark the appropriate field)	1. Manufacturer 2. Sole Distributor 3. Authorized Agent 4. Trader 5. Others (Please specify): _____
13.	<b>Whether MSME Unit. If Yes MSME No.</b>	
14.	<b>Nature of Business</b> <ul style="list-style-type: none"> <li>• Main/core</li> <li>• Others</li> </ul> (Please provide a list of products/services offered by your company. Attached necessary page if needed)	_____ _____ _____
15.	<b>Type of Incorporation</b> (Please mark the appropriate field)	1. Sole Proprietor 2. Partnership 3. Private Limited 4. Public Limited
16.	<b>Directors / Partners</b>	Name: _____ Name: _____ Name: _____ Name: _____
17.	<b>Organizational information</b> (Please provide a copy of your Company's latest organization chart)	Total no. of employees: Management: _____ Technical: _____ Admin: _____ Others: _____ <b>Total:</b> _____
18.	<b>Financial Information</b> <ul style="list-style-type: none"> <li>• Authorised Capital</li> <li>• Issued/Paid up Capital (Please attach a copy of your company's share capital certification)</li> <li>• Financial Accounts (Please attach a copy of your company's latest audited accounts)</li> </ul>	_____ _____
19.	<b>Sales/Turnover</b> (Please attach figures for the last 3 years)	1. _____ 2. _____ 3. _____
20.	<b>Details of bank accounts:</b> 1. <u>Bank Name &amp; address:</u>  <u>IFSC Code</u>	_____ _____



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	<p>2. <u>Bank Name &amp; address:</u></p> <p><u>IFSC Code</u></p>	<hr/> <hr/> <hr/> <hr/> <hr/>
<p>21.</p>	<p><b>Corporate Clients</b> (Please provide details for your major customers)</p>	<p>1. Name _____</p> <p>2. Material Supplied _____</p> <p>3. Value _____</p>
	<p>22. <b>Major suppliers</b> (Please provide details of your major suppliers. Attached necessary page if needed)</p> <p>1. <u>Name &amp; address:</u></p>	<hr/> <hr/> <hr/> <hr/> <hr/>
	<p>23. <b>Major Sub- Suppliers / Contractors:</b> (Please provide details of all Sub Suppliers &amp; Subcontractors, complete vendor profile form and company profile. Attached necessary page if needed)</p> <p>1. <u>Name &amp; address:</u></p>	<hr/> <hr/> <hr/> <hr/> <hr/>
	<p>24. <b>Distributorship</b> (Please mark the appropriate field. )</p> <p style="text-align: center;">Product Principal</p> <p>(Please provide letter of appointment from manufacturer, supplier or principal company and indicate any exclusivity)</p>	<p>Is your company authorized :</p> <p>1. Distributor?</p> <p>2. Dealer?</p> <p>3. Others (Please specify): _____</p> <hr/> <hr/> <hr/>
	<p>25. <b>Local Technical Support</b> (Please provide the relevant details)</p>	<p>Location: _____</p> <hr/> <hr/> <hr/> <p>Facilities/manpower availability: (Yes/No)</p> <hr/>



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		<p>After sale services/technical support (Yes/No)</p> <hr/> <p>Installation/commissioning</p> <hr/> <p style="text-align: right;">-</p>
<p>26.</p>	<p><b>Registration &amp; Type Approval</b>  <b>(Please mark appropriate fields and provide the relevant details)</b></p>	<p>Type Approval for your company's product</p>



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**Section B**

**Declaration**

I/We (name) \_\_\_\_\_

as (designation) \_\_\_\_\_

of (Company name) \_\_\_\_\_

1. Certify that the information given is correct and agree that the information provided may be reviewed & verified by JAY BEE INDUSTRIES at its discretion and that I/we will extend our support and assistance towards this exercise.
  
2. Certify there are no JAY BEE staff is working or holding any position in the company :
  - We acknowledge that there are no ex-JAY BEE staff working or holding any position with our company.
  
  - We acknowledge that there are ex-JAY BEE staff working or holding any position with our company. (If yes please submit list of Names, Position held, and Date of joining and years of working)

Confirm that in providing the information herein, we are not in breach of any obligation or secrecy or confidentiality or otherwise.

.....  
Signature

.....  
Date

.....  
Name & Designation

.....  
Company Stamp



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