**Centre for Social Change (CSC)**

**Supplier Registration Form**

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| **Section 1: General Information**  |
| 1- Name of Company (Legal) |  |
| 2-Address: District  | 3- Mailing address (if different) |
| VDC/ Ward No |
| Postal Code  |
| Street |
| P.O. Box Number |
| Country  |
| 4- Telephone  |  | 5- Fax  |  |
| 6- Website  |  | 7- Mobile  |  |
| 8- Contact Name and Title: | 9- Email:  |
| 10. Nature of f Business |
| Authorized Agent | Manufacturer | Trader |
| Contractor: | Retailer | Other:  |
| Please list your core goods/services/l works offered: | 1- | 6- |
| 2- | 7- |
| 3- | 8- |
| 4- |  |
| 5- |  |
| 11. Year of established  | 12. Number of full time staffs  |
| 13. Number of Branch  | 14. Location:  |
| 15. VAT/ PAN Number: | 16. License no./State, where registered |
| 17. Working Language: English Nepali Other  |
| 18. Does your company have a Code of Conduct? |  |
| 19. Does your company have CSR related policies in place – e.g. health and safety policy, HR policy, staff policy, energy policy, climate policy or is a member of Global Compact? Please state which policies |
| **Section 2: Financial Information**  |
| 20. Annual Value of Total Sales for the last 3 Years: (000) in NPR |
| Year NPR YearNPR Year NPR |
| 21. Annual Value of Export Sales for the last 3 Years: (000) in NPR |
| Year NPR YearNPR Year NPR |
| 22. Bank Name 25. A/C Name  |
| 23. A/C Number 26. Branch address  |
| 24. Swift code 27. Types of A/C  |
| Payment term  |
| **Section 3: Technical Capability and Information on Goods / Services Offered** |
| 28. Do you offer customers a secure, web-based ordering & tracking system? **YesNo** |
| 29. List of national/international quality assurance certification held by your company(a copy of each certificate shall be enclosed): | 4-5- |
| 30. List of local and national quality assurance certification held by your company (a copy of each certificate shall be enclosed): e.g. ISO 9000 or Equivalent |  |
| 31. List below up to five (5) of your core Goods/Services offered: |
| **SN** | **Description** **Brand/Manufacturer , Model**  | **National/International Quality Standard to which item conforms** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| **Section: 4- Experience**  |
| 31. Recent Contracts with National/International Aid Organizations and/or the United Nations: |
| **Organization:** | **Value: NPR** | **Year:** | **Goods/Services Supplied:** | **Destination:** |
|  |  |  |  |  |
|  |  |  |  |  |
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| 32. To which Countries has your Company exported and/or managed Projects over the last 3 Years (in particular developing countries)? |
| 33. Payment Terms: Agreed Disagree If disagree, Please state your payment terms: |
| CSC standard payment for supply, service and works contracts is 100% payment within 30 days after delivery of goods and upon receipt of contractors invoice and shipping documents. Prepayment is in general only acceptable against a prepayment guarantee covering the full amount of the prepayment. |
| **34**. **CERTIFICATION:**I, the undersigned, hereby accept the basic Terms and Conditions, a copy of which has been provided to me and warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SignatureName Designation Date  |