



SL. NO.

CATEGORY : PRINTING INCLUDING BINDING

APPLICATION FORM:A

**FOR ENLISTMENT OF SUPPLIERS / VENDORS  
AT JADAVPUR UNIVERSITY FOR 2023-2024**

1A. Name of the Firm / Business Name :

1B. Address :

2A. Name of Proprietor / Owner / Partner  
to deal with :

2B. Name of the authorized person  
other than at (2A) :

3. Contact Telephone No(s)

Mobile No. :

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E-mail id. :

4. Trade Licence Details of 2022-23 :  
(To enclose a Xerox copy)

5. Category for which enlistment is  
Sought for (only one category to state) :

6. Details of expertise in the area of  
Enlistment applied (with credentials) :  
(use separate sheet if required)

7. Details of authorized dealership /  
Retailer ship etc., for reputed brand &  
Items in the area (use separate sheet) :

8. Details of own manufacturing system/  
factory (including address).

(Document from a statutory body as a proof of  
manufacturer to produce).

9. Intention to serve all JU campuses or not:  
[Tick at appropriate box]

<b>Main Campus</b>	<b>Salt-lake Campus</b>	<b>Both the Campus</b>
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10. **GST RegistrationNo :**

[To enclose a xerox copy, submit the Original for verification later.]

**10A. Copies of GST Returns :**

GSTR-1 for Financial Year 2022-23 (upto February 2023)  
& GSTR-3B for the month of February 2023 are to enclose:

11. **PAN NUMBER OF THE FIRM /COMPANY :**

[To enclose a xerox copy, submit the original later for verification]

**11A. A copy of IT return for Financial Year 2021-22, Assessment Year 2022-23 is to enclose:**

[To enclose a xerox copy, submit the original later for verification]

12. Professional Tax RegistrationNo.:

(Please submit a copy of updated return of Professional tax for 2021-22)

13. State the **other category(s)** for which enlistment also sought by separate application :

**14. Jadavpur University Money Receipt number and Date:**

[for **Application fees** of Rs.1,000/- original to enclose]

15. Enlistments details at JU in earlier years :

[If yes, please provide a small report on orders executed during last year.]

16. Copies of the credentials require mention:

I confirm that I will follow the **Rules & Regulation** already frame and to be framed for the purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the information furnished above is true and correct.

Date :

Place :

**Full Signature of the applicant**  
with Stamp of the Firm / company

**Instructions :**

1. All column should be filled up properly & enclosures be furnished. Incomplete application(s) may be rejected.
2. There are eight categories identified for enlistment. Number of categories for enlistment of a firm will be restricted; separate application to be submit for each.
3. Last date of submission of form, SUPERSCRIBING THE CATEGORY ON THE TOP in sealed envelope at the Office of the Accounts Officer is **10<sup>th</sup> March 2023**.
4. Use separate sheet (in letter head) of the firm/business where necessary.
5. Application money of Rs 1,000/= payable by Demand Draft/Bankers Cheque/Pay Order drawn on favour of "**Jadavpur University**" be submitted with the form is not refundable.
6. Decision of the authority is final and binding.
7. The University reserves the right to accept or reject any application.

**For use of Finance Officer's office/ Committee::**

DETAILS OF THE CRITERION	OBSERVATIONS	POINTS	REMARKS