

SUPPLIER/ VENDOR REGISTRATION FORM

DHA QUETTA



1. Name of Company: _____
2. Address: _____
3. Email: _____
4. Tel: _____ Fax: _____
5. Contact Person Name: _____

6. NTN: _____ 7. GST: _____ 8. PEC Reg / License No: _____
9. PEC Category: _____ 10. Field of Specialization: _____
11. Worked with DHA before: (Yes / No): _____
12. Registered with any other Organizations: _____

13.

13. Authorized Signatories:(authorized to signs bids/offers/contracts & receive cheques)

S.No	Name	CNIC	Design	Contact No.	Specimen Signatures

Note: use duly signed & stamped separate sheet if required.

14.

Bank Name: _____
Branch Address: _____
Bank Account No: _____ Account Title: _____

15.

Registered Category	Limit of Award of Contract	DHAQ Registration fee
S-1	No Limit	Rs. 300,000

10 % of the registration fee will be charged as Annual Renewal Fee.

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16. Declaration

I _____ CNIC _____ Designation _____
of M/s _____ do hereby declare and confirm that the information provided herein is true, accurate and correct and correct to best of my knowledge and belief and nothing has been concealed intentionally. Any data / information proved false at any stage will make me/ us liable for disqualification for subject enlistment / registration. I agree that this registration, if accepted, shall be valid for 2 years from the date of approval and it does not constitute an assumed obligation whatsoever by DHAQ. The accorded enlistment can be cancelled at any time by the DHAQ and I / We will have **NO CLAIM OF ANY NATURE** due to such cancellation. I also confirm that in the event of any changes of status or changes in the elements of the aforementioned information, details shall be provided as and when changes take place. In case of cancellation/ termination or renewal of my registration I am duty bound to return my old registration certificate. Any misuse of expired certificate will make me liable for legal action by the DHA Quetta. We understand that Income Tax will be withheld from our payments as per Income Tax Act 2001 at the time of payment.

Signature

Stamp

Date

17. Checklist of Documents to be attached.

- Company profile along with experience over the last Six years stating major contracts and their status with values and corresponding client name.
- Certificate of incorporation/ Partnership Deed/ Undertaking in case of sole proprietorship
- 2 x Recent Passport Size pictures.
- Copy of license issued by Pakistan Engineering Council.
- NTN Certificate and Sales Tax Registration Certificate.
- CNIC of Directors/ Members / Partners and authorized signatories.
- Pay order in the favor of DHA Quetta of the respective amount mentioned at point 17 (**Non-Refundable**).
- Company Financial Statements/ Balance Sheet (Audited Reports) for the last two fiscal years.
- Attested Copies of Degrees/ Diplomas of the Technical Staff (attached in profile).
- Copies of Enlistment Letters with other Departments as attached.
- Copies of Performance Certificates from other departments as attached.
- Copies of Last Submitted Annual Income Tax return.

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18. Note:

- All parts of the registration form must be completed, and all above requirement must be fully complied with incomplete forms will not be processed.
- Registration with DHAQ, if accepted, does not constitute any obligation on part of DHAQ to guarantee
- Any tender invitation contractual awards or any order for product or service. It must not be treated as prequalification.
- Enlistment with DHA, if accepted, does not constitute any obligation on part of DHA to guarantee any project or any order for product or service. It must not be treated as prequalification.
- Pay order submitted in favor of DHA Quetta of the respective amount is **Non-Refundable**.
- Please send this form to following address through registered post or courier:

Town Planning & Building Control Directorate

Defence Housing Authority,

Airport Road, Quetta.

Telephone: 081-2864446-7

E-Mail: dir.tpbc@dhaquetta.org

19.

For official Use only:		
Verification	Remarks	Recommendation TP&BC Dte
Registration No Allotted:	<hr/> <hr/>	<hr/> <hr/>
Category Allotted	<input style="width: 80px; height: 20px;" type="text"/>	Dir TP&BC
Date Received by DHA:	<hr/>	<hr/>
Date Evaluated:	<hr/>	Sign:
Registration intimated on:	<hr/>	<hr/>
Rejection intimated:	<hr/> <hr/>	Stamp: