 **Supplier profile/registration form**

**Please fill in this questionnaire in order to register. Information given in this questionnaire will be treated confidentially. Please attach all documents requested in the questionnaire.**

1. **BUSINESS DETAILS :**

|  |
| --- |
| BUSINESS NAME : |
| MAILING ADDRESS: |
| CONTACT PERSON(S): |
| TELEPHONE : |
| MOBILE : |
| EMAIL : |
| WEBSITE : |
| N.T.N NO : |
| S.T.R.N NO :  |

**2. TYPE OF ORGANISATION (Please check) :**

 Individual [ ]  Partnership [ ]  Non-Profit Organisation [ ]

 Private Limited Company [ ]  Public Limited Company [ ]

 Other ( ) Please explain:…………………………………………………………………….....

 ……………………………….…………………………………………………………………….

 Year Established:…../……/.…….

 Please attach copy of registration certificate

**3. TYPE OF BUSINESS (Please check) :**

Manufacturing [ ]  Construction [ ]  Trading [ ]  Consultancy [ ]

 Service Provider (e.g. transport, IT. warehousing, quality control, etc.) [ ]

 Other [ ]  Please explain:………………………………………………………………………..

 ……………………………………………………………………………………………………..

 Please describe your company's major business activity: ………………………………….

 ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

 Please indicate three main commodities/services your company offers and three major

 clients / customers name**.** …………….

 ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

 ……………………………………………………………………………………………………..

1. **SIZE OF BUSINESS :**

Please provide a copy of your latest audited financial statements for the last three years

 No. of Employees: ……………..……….. No. of Branches: ……….…………….……….

 No. of International Offices ( if any ) :………………………….…

 .

5. **AFFILIATED/SUBSIDIARY COMPANIES :**

|  |  |  |
| --- | --- | --- |
| Name | Address | Nature of Affiliation |
|  |  |  |
|  |  |  |
|  |  |  |

**6. PERSONS AUTHORISED TO SIGN QUOTATIONS AND CONTRACTS :**

|  |  |  |
| --- | --- | --- |
| Full Name | Position | Telephone / email |
|  |  |  |
|  |  |  |
|  |  |  |

**7. BANKING INFORMATION ( for Foreign suppliers ONLY ) :**

Bank Name: ……………………………………………………………………………………………..

Address:…………………………………………………………………………………………….…...

Account Number: ………………………………. SWIFT Code: ………………………………….

IBAN: …………………………………………………….

**8. NAMES OF OWNERS OR PARTNERS :**

 Owner(s) / Partner(s) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chief Executive Officer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. PAYMENT TERMS :** The NIFT standard payment term is net 60 days following receipt of goods and services in good order and all requisite documentation ( Invoice, Delivery Note, PO etc ).

**10. PRINCIPLES OF CONDUCT :** Supplier seeking to work with the NIFT shall respect the following principles:

1. **Business Ethics:** supplier is expected to maintain the highest degree of business ethics when working with the NIFT.
2. **Transparency of information provision:** supplier shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favour.
3. **Fair Practice :** supplier shall not be in any corrupt, collusive or coercive practices
4. If at any time during the registration or procurement process the NIFT determines that the supplier is in violation of the above mentioned principles, that supplier’s request for registration or bid may be rejected.

**11. REGISTRATION REJECTION :** Registration application may be rejected for the following reasons:

- Bankruptcy or a decision of legal incompetence

- Criminal conviction or civil judgement against authorised dignitary or managing director (or equivalent etc ) for the commission of any offence indicating a lack of business integrity or business honesty

- Grounds for suspicion of breach of established NIFT standards (violation of the fundamental principles or social and ethical standards)

**12. CERTIFICATION :** The undersigned agrees to the T&Cs continued in para 9 & 10, and hereby certifies that the information provided above, including that on any attached pages is true and correct to the best of my knowledge.

 **Name :**…………………………………………………………………..………

 **Title** **:**……………………………………………….……………………….…

 **Signature :**…………………………………………. Date**:** ……/………/…………

 **Company’s stamp :**………………………………………….…………………..……………

**NIFT Contact details :**

 UAN = +92 21 111 112 222

 eMail = procurement@nift.pk

**NIFT Confidential when filled**