

Name of the Supplier	Full Address with Telephone & Mail ID		Date
<b>Items/ Services Provided</b>			<b>Contact person</b>
Details of infrastructure available(Use Extra sheet)			
Facility available for ensuring the quality of Items / Service			
Total No of employees		Year Established	
Names of Existing customers (Use extra sheet if needed)			
Any other details to facilitate enlistment as vendor (E, g.ISO / CE etc.)			
Signature with Seal			
<b>Approval Process</b>			
Details of verification at supplier site (Enclose report if applicable)			
Basis for Approval *			
Recommendations of the assessor			
Final approval remarks (To be made of Head of the Department) with signature and date			
Signature of the Head of the organization with date			

- Approval Basis: Customer Approved / Based on Past experience / Based on the ISO certification / Based on Onsite assessment / Others (Please specify)**