

**Following copy of the documents is to be enclosed along with filled and signed empanelment application form:**

1. List of sitting Directors in case of limited concern and a certified copy of partner's deed in case of partnership concern should be submitted.
2. List of copy of annual report (or) Audited Profit and Loss Account and Balance Sheet with sales turnover for the previous three financial years.
3. Firm's registration certificate.
4. Year of Establishment certificate.
5. Dealership certificate (or) Agency agreement as applicable.
6. Customers reference list.
7. Registration certificate with other Govt. companies if any
8. GST Registration Certificate
9. List of machinery details.

## APPLICATION FOR EMPANELMENT

Sl. No	Information Sought	Information Provided
1.	Name of the Firm (In Block Letters)	
2.	Date of Establishment / Incorporation of firm.	
3.	Correspondence address and Telephone No. Fax No. Email:	
4.	Address of Head Office (If Separate) Telephone No. Fax No. Email:	
5.	Status Proprietary / Partnership / Private Limited Company / Public Limited Company	
6.	Names of the partners / Directors	
7.	Name of Chief Executive with his present addresses and Telephone Nos. Email:	
8.	Name of Representative (s) with Designation who would be calling on us and attending to our jobs and Cell Number	
9.	Name of Bankers with addresses & telephone No.	
10.	Is the Firm is registered Under the Factories Act? If so, state (a) License No: (b) Date of Last renewal of license (Copy of the license to be enclosed): I PAN No.: (d) ESIS No., If any: (e)EPF Registration No. if any	
11.	Whether holding certificate under shops & establishment act, duly renewed. Copy should be enclosed	
12.	State the latest Income Tax Assessed year and the amount of Tax assessed (Copies of last 3 years, IT Returns, Balance Sheets & Revenue A/c to enclosed):	

13.	Turnover for last three years:	F.Y. 2017-2018..... F.Y. 2018-2019..... F.Y. 2019-2020.....
14.	Are you agreeable to provide the required services to Chennai Trade Centre.	
15.	Are you agreeable to abide strictly by the Terms and Conditions of the Tenders and Contracts?	
16.	If your firm is empanelled with any other PSU (Central), please give name and address.	
17.	Name, Addresses and Telephone Nos. of some of your most valued clients (Separate List may be attached):	
18.	Approximate value of your output per year:	
19.	Mention any other specialties of your Establishment:	

We Certify that the details furnished above are correct to the best of our knowledge and in case the details furnished above are found incorrect at any time TNTPO shall remove our name from the empanelment list and appropriate action shall be taken for giving false information.

I/We hereby agree to the terms and conditions of empanelment as indicated above. I/We also undertake to abide any instruction given by TNTPO from time to time.

I/We also certify that we have not been blacklisted or debarred by any Government Departments/ Organization from undertaking any work.

Dated at.....this.....day of.....,

Signature with Seal:

Name:

Designation:

**Note:** 1) Please types this form or fill it legibly in ink. If space provided is insufficient, please type or write the replies on a separate sheet giving appropriate question number and attach it to the form.

2) The Company reserves the right to cancel the name of the supplier/firm from its approved empanelled lists at this absolute discretion without assigning any reason.

**SERVICES REQUIRED FOR EMPANELMENT WITH ANNUAL  
EMPANELMENT FEES**  
**TABLE-II**

Sl. No.	Nature of Services	Empanelment fees (12 Months) + 18% GST
1.	Stall Fabrication & Path Way Carpet	Rs.80,000/-
2.	Arch Gate and fabrication of Hangers	Rs.27,000/-
3.	Electrical Works, DG Sets & Decoration Lights	Rs.27,000/-
4.	Customs and Logistic services	Rs.27,000/-
5.	Housekeeping Services	Rs.11,000/-
6.	Security Services	Rs.11,000/-
7.	Manpower Agencies	Rs.11,000/-
8.	Outdoor Catering & Restaurant services	Rs.27,000/-
9.	Plants & Florists Decoration	Rs.6,000/-
10.	Stall interior decorators,	Rs.6,000/-
11.	Event Management Companies,	Rs.11,000/-
12.	Audio and visual suppliers,	Rs.6,000/-
13.	Registration Management	Rs.6,000/-
14.	Cultural Event Organizer	Rs.6,000/-
15.	Service Apartments	Rs.6,000/-
16.	Hotels: - a) 7 Star Category b) 5 Star Category c) 3 Star Category d) Budget Hotels	Rs.11,000/- Rs.8,000/- Rs.6,000/- Rs.3,000/-