



## New User Id - Activation Form

<p>From</p>	<p>To                      Eprocurement Support Team                      Vupadhi Techno Services Pvt Ltd                      1<sup>st</sup> Floor, Ramky Grandiose,                      Gachibowli, Hyderabad – 32.                      Phone No: 040 – 39999700, 701.</p>
E-Procurement User ID:	
Registered Company Name / Individual Name	
PAN Number:	
Contact Person/Address:	
Registration Number	
Contact Details	Name: -  Signature:-  Date:-
Is the User Contractor (Public/Government works)	Yes: <input type="checkbox"/>  No: <input type="checkbox"/>
Is the User OEM Manufacturer/Supplier/Trader/Distributor of Goods	Yes: <input type="checkbox"/>  No: <input type="checkbox"/>
Is the User Service Provider (Manpower/IT Services)	Yes: <input type="checkbox"/>  No: <input type="checkbox"/>



**BELOW MENTIONED DOCUMENTS TO BE SUBMITTED AS MANDATORY**

**CATEGORY I: INDIVIDUAL BIDDERS/PROPRIETORSHIP CONTRACTOR FIRMS:**

1. AUTHORISED SIGNATORY PAN CARD (INDIVIDUAL) –MANDATORY
2. DEPARTMENT REGISTRATION CERTIFICATE – CLASS 5/4/3/2/1 OR SPECIAL CLASS – MANDATORY
3. ID PROOF, ADDRESS PROOF AND SIGNATURE PROOF – MANDATORY.
4. AADHAAR CARD (OPTIONAL)
5. PAN CARD OF FIRM, IF AVAILABLE (OPTIONAL)
6. REGISTRATION CERTIFICATE OF THE FIRM WITH LOCAL BODIES/RoC /TRADE LICENSE/LABOUR LICENSE.
7. SALES TAX/VAT /GST REGISTRATION/ SERVICE TAX REGISTRATION CERTIFICATE DEPENDING UPON THE FIRM BUSINESS – MANDATORY.

**CATEGORY II: FOR PARTNERSHIP FIRMS:**

1. AUTHORISED SIGNATORY/MANAGING PARTNER PAN CARD (INDIVIDUAL) -MANDATORY
2. DEPARTMENT REGISTRATION CERTIFICATE – CLASS 5/4/3/2/1 OR SPECIAL CLASS IN CASE OF CIVIL/WORKS CONTRACTOR– MANDATORY
3. ID PROOF, ADDRESS PROOF AND SIGNATURE PROOF OF AUTH. SIGNATORY - MANDATORY.
4. AADHAAR CARD (OPTIONAL)
5. PAN CARD OF FIRM - MANDATORY
6. REGISTRATION CERTIFICATE OF THE FIRM WITH LOCAL BODIES/RoC /TRADE LICENSE/LABOUR LICENSE - MANDATORY
7. SALES TAX/VAT /GST REGISTRATION/ SERVICE TAX REGISTRATION CERTIFICATE DEPENDING UPON THE FIRM BUSINESS – MANDATORY.
8. PARTNERSHIP DEED SHOWING DETAILS OF ALL PARTNERS, SHARES ETC. OF FIRM THAT IS VALID.



**CATEGORY III: PUBLIC LIMITED/PVT LIMITED COMPANIES IN INDIA :**

1. AUTHORISED SIGNATORY/MANAGING DIRECTOR PAN CARD (INDIVIDUAL) -MANDATORY
2. DEPARTMENT REGISTRATION CERTIFICATE – CLASS 5/4/3/2/1 OR SPECIAL CLASS IN CASE OF CIVIL/WORKS CONTRACTOR– MANDATORY
3. ID PROOF, ADDRESS PROOF AND SIGNATURE PROOF OF AUTH. SIGNATORY - MANDATORY.
4. CORPORATE PAN CARD OF FIRM - MANDATORY
5. REGISTRATION CERTIFICATE OF THE FIRM WITH LOCAL BODIES/RoC /TRADE LICENSE/LABOUR LICENSE - MANDATORY
6. SALES TAX/VAT /GST REGISTRATION/ SERVICE TAX REGISTRATION CERTIFICATE DEPENDING UPON THE FIRM BUSINESS – MANDATORY.
7. MEMORANDUM OF ARTICLES /ARTICLES OF ASSOCIATION OF FIRM SHOWING DETAILS OF ALL DIRECTORS ON BOARD – SHARES - ETC. OF FIRM THAT IS VALID - MANDATORY
8. BOARD RESOLUTION IN CASE AUTHORIZED SIGNATORY IS REGISTERING ON BEHALF OF COMPANY.

**CATEGORY IV: FOREIGN BIDDERS IRRESPECTIVE OF INDIVIDUALS OR COMPANIES:**

1. Identity Proof (ID Proof) of the person in whose name DSC has to be issued (E.g. Passport copy)
2. Bank account statement in country of residence, duly attested by Indian Embassy / High Commission / Consulate / Apostle in the country where the applicant is currently located. (At least 6 months of Bank transactions) with the proof indicating the account is owned by the Individual/Company.
3. Copy of the Trade license/Registration certificate attested by any one of the authorities as specified in Point 2 above.
4. Copy of the Tax Registration Certificate with Local bodies in the company's jurisdiction area.
5. As the Individual is representing the company, an Authorization on company's letter head.
6. Copy of the Authorization letter or invitation letter from department for the participation in the tender by any one of the tender inviting authority.
7. Corporate Brochure of the Participating Firm specifying Line of Business.