

Internal Memo. 903/32 - Purchase Division

Dt: 05.04.2021

Subject: Vendor and contractor registration.

Keywords: Vendor registration, contractor registration.

All vendors and contractors to be registered with Modi Properties so that details of contacts, pan no., bank a/c. no., etc., can be recorded and information about vendors/contractors is available to all divisions.

No payment more than Rs. 5,000/- in cash or cheque or online transfer can be made to regular vendors/contractors without registration from 19th April, 2021.

Payments to consultants, one-time payment to vendors, fees and charges payable to statutory authorities, etc., can be made without registration – however they must be approved by Jai Kumar, Sambasiva Rao, Soham or Kanaka Rao.

The form for vendor/contractor registration is attached herein.

Sujatha/Divya to scan these forms – maintain physical register and maintain excel sheet – list of all vendors and contractors with VRN and CRN nos (start from 1001 & 2001 respectively)

Soham Modi.

**MODI PROPERTIES PVT. LTD.
VENDOR REGISTRATION FORM**

Name of company/firm:			
Office mobile/landline:		Office email:	
Address for communication:	Flat/house/office no:		Street:
Location:		Landmark:	
City/Town/Village:		District/State:	Pin code:
Nature of company/firm:	☐ Individual / Proprietorship ☐ Partnership / LLP ☐ Pvt. Ltd. Company ☐ Limited Company ☐ Other		

Contact details:

S No	Contact person for	Name	Mobile	Email
1.	Proprietor/director/partner/ owner			
2.	Sales			
3.	Delivery			
4.	Installation			
5.	Accounts			

Details for payment:

Pan card no:	GST no:	Bank a/c no:
Bank Name:	Branch:	IFSC code:
Sign of Proprietor/director/partner/ owner:		Date:

For office use only (do not fill/write).

VRN No.:	Scan Id:		
Purchase – Material category/type:			
Approved by	Name	Sign	Date

Notes: This form to be approved by purchase manager and uploaded on M-codex.

**MODI PROPERTIES PVT. LTD.
CONTACTOR REGISTRATION FORM**

Name of company/firm:			
Office mobile/landline:		Office email:	
Address for communication:	Flat/house/office no:		Street:
Location:		Landmark:	
City/town/village:		District/state:	Pin code:
Nature of company/firm:	☐ Individual / Proprietorship ☐ Partnership / LLP ☐ Pvt. Ltd. Company ☐ Limited Company ☐ Other		

Contact details:

No	Description	Name	Mobile	Email
1.	Proprietor/director/partner/ owner			
2.	Head mason/supervisor			
3.	Other supervisor			
4.	Other supervisor			
5.	Contact person for accounts			

Details for payment:

Pan card no:	GST no:	Bank a/c no:
Bank Name:	Branch:	IFSC code:
Sign of Proprietor/director/partner/ owner		Date:

For office use only (do not fill/write).

Description of work:	☐ Civil, ☐ RCC, ☐ Plumbing, ☐ Electrical, ☐ Equipment hire ☐ Painting ☐ Tile fitting ☐ Earth work ☐ Core cutting ☐ Rock cutting ☐ Road work ☐ Gardening ☐ House Keeping ☐ Security Services ☐ Bore-well ☐ Digital Surveyor ☐ Soil Testing ☐ Cladding ☐ Granite fitting ☐ Carpentry ☐ Welding ☐ Kadi Fixing ☐ Other ☐ Railing work ☐ AC service ☐ RO plant service ☐ Generator service ☐ Pump repair ☐ Transportation Service		
Type of work:	☐ Labour only ☐ Material + Labour ☐ Equipment hire ☐ Other		CRN No.:
Approved by	Name	Sign	Date

Notes: This form to be approved by admin-audit manager and uploaded on M-codex.