



ISLAMIC REPUBLIC OF PAKISTAN
**FEDERAL CONSTITUTIONAL COURT
OF PAKISTAN**
ISLAMABAD

VENDOR REGISTRATION / EMPANELMENT FORM

Instructions:

1. All fields marked with an asterisk (*) are mandatory.
2. The Form shall be completed legibly, in block letters, in English.
3. All supporting documents listed in Part H shall be attached to the Form.
4. The completed Form, together with the supporting documents, shall be delivered to the **Office of the Assistant Registrar (Procurement), Federal Constitutional Court of Pakistan, Islamabad**, by the last date specified in the advertisement.
5. A non-refundable registration fee of **Rs. 5,000/- (Rupees Five Thousand only)**, payable annually, shall be deposited with the Form. Particulars of the deposit shall be entered in Part E and the deposit slip / receipt attached.
6. Incomplete Forms, Forms not accompanied by the requisite supporting documents, or Forms not accompanied by the registration fee, are liable to be rejected without further correspondence.

PART A - PARTICULARS OF THE FIRM

1. Name of the Firm / Business*	
2. Type of Business* (Sole Proprietor / Partnership / SMC-Pvt. Ltd. / Pvt. Ltd. / Public Ltd. / Other)	
3. Year of Establishment	
4. Registered Office Address*	
5. Correspondence Address (if different from Sr. 4)	
6. Contact Person*	
7. Designation of Contact Person	
8. Telephone No. (Office)	
9. Mobile No.*	
10. Active Whatsapp No.*	
11. Fax No. (if any)	

12. Email Address*	
13. Website (if any)	

PART B - LEGAL / STATUTORY REGISTRATION

13. National Tax Number (NTN)*	
14. Sales Tax Registration No. (STRN)*	
15. Filer Status (Active / Inactive)*	
16. AGPR Vendor Number (if any)	
17. Chamber of Commerce & Industry Membership No. (if any)	
18. PEC Registration No. (if any)	
19. CNIC of Proprietor / Authorised Signatory*	

PART C - CATEGORIES OF REGISTRATION

21. The firm applies for registration/empanelment in the following categories (tick all applicable):

☐ Office Supplies & Stationery

☐ IT Services & Software

☐ Custom Furniture Manufacturing

☐ Electrical Services & Repairs

☐ Plumbing & Sanitary

☐ Interior Decoration

☐ Vehicles & Auto Parts

☐ Cleaning & Janitorial Services

☐ Printing & Binding Services

☐ Uniforms & Liveries

☐ General Order Suppliers

☐ Other category (please specify):

☐ IT Equipment & Accessories

☐ Office Furniture & Fixtures

☐ Electrical Goods & Fittings

☐ HVAC / Air Conditioning

☐ Civil Works & Building Maintenance

☐ Fire Safety Equipment

☐ Vehicle Maintenance & Repairs

☐ Security Services

☐ Legal Books & Publications

☐ Catering Services

☐ Horticulture Works

PART D - FINANCIAL STANDING

20. Paid-up Capital (Rs.) - for companies only	
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21. Annual Turnover (last three financial years, Rupees):

FY 2023-24	FY 2024-25	FY 2025-26

PART E - REGISTRATION FEE

A non-refundable registration fee of **Rs. 5,000/- (Rupees Five Thousand only)** is payable with this Form. The fee is chargeable annually, and registration shall remain valid for one financial year, renewable on payment of the said fee for each succeeding year. The fee is not adjustable against any bid security, earnest money or contract price.

22. Amount of Registration Fee	Rs. 5,000/- (Rupees Five Thousand only)
23. Mode of Payment* (Pay Order / Demand Draft)	
24. Challan / Instrument No.*	
25. Name of Bank & Branch*	
26. Period of Registration Applied For (Financial Year)*	

PART F - EXPERIENCE, PERSONNEL & INFRASTRUCTURE

27. Number of Years in Business*	
28. Total Number of Employees	
29. Number of Technical / Skilled Staff	
30. Office / Warehouse Facility (owned / rented; area in sq. ft.)	
31. Certifications (ISO, HSE, etc. — if any)	

32. List of Major Clients / Work Orders (last three years) - attach separate sheet if required:

Sr.	Client Name & Address	Nature of Work / Goods Supplied	Contract Value (Rs.)	Year
1.				
2.				
3.				
4.				
5.				

PART G - DECLARATION

33. I / We, the undersigned, being the proprietor / authorised signatory of the firm named at Sr. No. 1 above, hereby solemnly declare that:

- (a) all information furnished in this Form and in the accompanying documents is true and correct to the best of my/our knowledge and belief;
- (b) the firm is not blacklisted, debarred or declared ineligible by any Government, semi-Government, autonomous or statutory body in Pakistan or abroad;

- (c) there is no pending litigation, arbitration or legal proceeding that would materially affect the firm's ability to perform its obligations;
- (d) the firm shall comply with the applicable procurement procedure of the Federal Constitutional Court of Pakistan, and with the terms of any purchase / work order issued pursuant to this registration;
- (e) the firm consents to verification by the Federal Constitutional Court of Pakistan, through any means it may deem appropriate, of the information furnished in this Form; and
- (f) the firm understands that registration on the vendor list does not, of itself, confer any right to the award of a contract, and that any procurement in future shall be undertaken in accordance with the applicable rules.

Signature: _____
Name: _____
Designation: _____
Date: _____

(Company Seal / Stamp)

PART H - DOCUMENTS TO BE ATTACHED (CHECKLIST)

The following documents shall be attached to this Form (tick against each):

- ☐ Copy of NTN Certificate.
- ☐ Original pay order or demand draft of the registration fee, of Rs. 5,000/-, in the favour of Registrar, Federal Constitutional Court of Pakistan.
- ☐ Copy of Sales Tax Registration Number (STRN) Certificate.
- ☐ Copy of CNIC of Proprietor / Authorised Signatory.
- ☐ Copy of Chamber of Commerce Membership Certificate (if any).
- ☐ Copy of Company Registration Certificate (for private / public limited companies) or Partnership Deed (for partnerships).
- ☐ Company Profile / Brochure.
- ☐ List of Major Clients / Work Orders (last three years).
- ☐ Audited Financial Statements (last three years) or Certified Balance Sheets.
- ☐ Tax Return Acknowledgements (last two years).
- ☐ Affidavit of Non-Blacklisting on stamp paper of appropriate value.
- ☐ Other certifications, if any (ISO, HSE, etc.).

PART I - FOR OFFICE USE ONLY

Received on (date)	
Received by (Name & Designation)	
Diary / Receipt No.	
Vendor Registration No. (assigned)	

Scrutiny by the Procurement Wing:

Sr.	Item / Requirement	Verified (Yes / No)	Remarks
1.	Form completeness (all mandatory fields filled)		
2.	NTN and STRN verification (via FBR / IRIS)		
3.	Financial standing (turnover / audited accounts)		
4.	Client references (verification of at least two)		
5.	Non-blacklisting affidavit		
6.	All supporting documents attached (Part H)		
7.	Registration fee of Rs. 5,000/- deposited and instrument verified (Part E)		

Recommendation of the Procurement Wing:

- ☐ Recommended for registration on the Vendor List of the Court.
- ☐ Recommended for rejection (reasons to be recorded on file).
- ☐ Returned for additional information / documents.

Assistant Registrar (Procurement)

Date: _____

Additional Registrar (Procurement & Finance)

Date: _____