

Procedure for Empanelment as Vendor at Kendriya Bhandar

1. Request Letter (citing purpose of empanelment) alongwith following documents is required to be submitted for Empanelment as Supplier in Kendriya Bhandar

- (a) Kendriya Bhandar Application Form
- (b) Cheque for Security Deposit
- (c) Cheque for Additional Security Deposit, as applicable
- (d) Cheque for Window display charges
- (e) Cheque for Covid Relief, as applicable
- (f) Undertaking
- (g) Indemnity Bond
- (h) Latest Balance sheet for the last 3 years
- (i) Registration and License towards a factory as per registration no.
- (j) Central Sales Tax Registration
- (k) PAN Card No.
- (l) Copy of Income Tax Return acknowledgement assessment for the last 3 years
- (m) Copy of memorandum and articles of association
- (n) List of Directors
- (o) Copy of Food Safety License
- (p) Products Test Report
- (q) Company Profile
- (r) Last three years sale
- (s) Copy of TIN No.
- (t) Copy of ISO

2. Submission of application form alongwith above documents does not amount to automatic registration and also does not guarantee the registration. The application so submitted with all requisite documents and required information including further required information, if any, will be examined by a Committee and registration will be considered based upon the requirement of the organization. For any queries, concerned officer may be contacted at his mobile number mentioned below his address.

3. Application complete in all respects be addressed to following authorities:-

For Grocery & Consumer items

Dy. GM (G & C)
Kendriya Bhandar (H.O.)
E-Wing, 1st Floor
Pushpa Bhawan
Madangir Road
New Delhi – 110062
Mob. No. 9811991599

For Stationery/Medical items

Dy. GM (Sty.)
Stationery Division
Kendriya Bhandar
West Block-8
New Delhi – 110066
Mobile No. : 9711673318