



VIDYASAGAR UNIVERSITY

Office of the Finance Officer

MIDNAPORE ★ WEST BENGAL ★ PIN 721102

Phone: (03222) 297937::276554 :: 276555 :: 276557 :: 276558

Ref. No. VU/FO/ 410 /2025

Dated-03.11.2025

Notice of Enlistment

Applications are invited in **prescribed format** from the authorized Vendors for empanelment of their names at Vidyasagar University, on the following areas:

1. Selling of Scrap items (Electronic/Electrical/Furniture/ others)
2. Selling of old answer script and other papers

Interested Parties may submit application in **prescribed format**, separately for each category, available from Office of the Finance Officer. Such forms be filled in along with documents sought for including payment proof on non-refundable 'application fees' of Rs. 2000/- (Two thousand only) and a self addressed envelope (affixing a stamp of Rs. 5/-) to the Office of the Finance Officer.

The forms can also be downloaded from the University Website; for the downloaded forms a Demand Draft drawn on in favour of 'Vidyasagar University' payable at Midnapore be submitted with the forms, along with other documents. The last date of submission of the same either by person or by post to Office of the **Finance Officer** is **12.11.2025**.

The University reserves the right to accept or reject any application.

Finance Officer

Fax : (91) 03222 – 275329/275297/263206

Email : Vidya295@mail.vidyasagar.ac.in // Website : <http://www.vidyasagar.ac.in>



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APPLICATION FORM

FOR ENLISTMENT OF VENDORS AT VIDYASAGAR UNIVERSITY.

1A	Name of the Firm/Business Name	:	
1B	Address	:	
2A	Name of Proprietor/ Owner/Partner to deal with	:	
2B	Name of the authorized person other than at (2A)	:	
3	Contact Telephone No.(S), Fax No. and e-mail id	:	
4	Trade licence details (to enclose a photocopy)	:	
5	Category for which enlistment is sought for (only one category to state) [Sl.No-1 to Sl. No-2]	:	
6	Details of expertise in the area of enlistment applied (with credentials) [use separate sheet if required]	:	
7	Details of GST clearance and Registration details (to enclose a photocopy, submit the original later for verification)	:	
8	PAN number of the Firm / Company (to enclose a photocopy, submit the original later for verification)	:	

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9	Professional Tax and other statutory Registrations	:	
10	State the other category(s) for which enlistment also sought by separate application	:	
11	Details of Vidyasagar University Money Receipt for application fees of Rs. 2000/- (original to enclose)	:	
12	Enlistments details at VU in earlier years (if yes, please provide a small report on order executed during last two years)	:	

I confirm that I will follow the **Rules & Regulation** already frame and to be framed for the purpose of enlistment including that of making "Security Deposit", as determined by the University.

I certify that the information furnished above is true and correct.

Date:

Place:

**Full signature of the Applicant
with stamp of the Firm/Company**

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