

SUPPLIER REGISTRATION - 2025/2026

Procurement Unit - Administration Department



Terms & Conditions

- The Bank reserves the right to accept or reject any applications without assigning any reason.
- The Bank reserves the right to remove the name of any registered supplier from the register due to fraudulent actions, blacklisting, supply of fake items, sub-standard quality, poor delivery performances, pending legal actions etc.
- If any applicant (Proprietor/Partner/Director) has spouse or children who are employees of the Bank, such applicants are not eligible for registration.

Applications

1. Download application ("Registration Form") form from <https://ndbdigital.com/ndb-supplier-registration/> & complete.
2. Download "Categories" sheet, need to fill types & attach along with application.
3. Download "NDB supplier code of conduct", need to fill this & attach along with application.
4. Download "Questionnaire to be filled by the supplier" need to fill this & attach along with application.
5. Download "Business Customer Information Form" need to fill this & attach along with application.
6. Click "Survey" link & it will direct you survey link, fill all the details & click "Done"
7. Do the payment accordingly. (Does not accept the company cheques & cash payments)

Supporting Documents

1. Applicants should be in possession of the valid Business Registration Certificate /Certificate of Incorporation, Company profile, Directors details (Form 20) & certified financial statement.

Fee structure & Payment Account Details

- Registration fee – Rs 5,000/- (For 02 years)
- Each Sub category – Rs 2,500/-

(Above payments are non-refundable and valid only for 2025-2026)

- A/C Number – 101110000058
- A/C Name – General Collection Account
- Remarks - Supplier Registration 2025/2026 - Company Name

Relevant Fee for the registration should be credited to the following NDB Account and the screen print of the online payment made should be provided along with the documents.

Any transaction without proper details/incorrect amounts will be rejected together with the application.

The existing registered suppliers are required to re-register as per the above criteria

All the service providers who are serving the Bank under a service agreement also should be registered.

Any uncompleted application will be rejected.

***The supplier must complete the registration survey.**

Completed documents (Registration form, Category sheet, NDB supplier code of conduct, Questionnaire to be filled by the supplier, Business Customer Information Form) along with pay order/screen print of online payment should be sent via registered post or delivered By Hand on or before 31st December 2024.

Important

1. Applicants should produce other types of Certificates obtained as a statutory/legal requirement, as required.
2. Applicants should possess minimum of two (02) years' experience in the business and dealt with similar capacity, organizations (Banks, Financial Institutions, and recognized Private Sector Institutions etc).
3. Quotations will be called from the registered suppliers. The Bank reserves the right to invite quotations on an exceptional basis from non-registered suppliers.
4. Names of those who fail to quote promptly when required or fail to provide services on time and in conformity with the specifications, samples or as prescribed in the purchase order or who supply sub-standard goods are liable to be expunged from the suppliers register.
5. Suppliers of Equipment, Machinery, and Computers should be agreeable to commit fees and enter into maintenance/service agreements in keeping with Banks policy.
6. Vendors should adhere to declared delivery terms and the penalty clause defined by the Bank.
7. All registered suppliers are required to maintain an account with NDB Bank and all payments will be made only to the NDB Bank Account. Any exception is at the discretion of the Bank.