

### **Invitation for Registration of Manufacturers, Suppliers, Vendors & Contractors**

1. DynTek Engineering Private Limited invites applications from reputable manufacturers, suppliers, vendors, and contractors for registration with our company for participation in limited tender procurements.
2. As per our revised procurement policy, limited tendering shall be adopted where open tender is not considered appropriate. Quotations will be sought only from registered entities. Therefore, interested parties are requested to get themselves registered with DynTek Engineering Private Limited to be eligible for future procurement opportunities.
3. **Categories for Registration:**
  - a. Mechanical, Electrical, Electronics and Chemical
  - b. Supply of Industrial Equipment and Machinery
  - c. IT and Office Equipment
  - d. Construction Materials
  - e. General Supplies and Services
  - f. Any other relevant categories

#### **4. How to Apply:**

Interested firms/individuals may download the Registration Form from our official website: [www.dyntekengg.com](http://www.dyntekengg.com)

Completed forms along with required documents must be submitted via email to **proc@dyntekengg.com & info@dyntekengg.com** and by courier to the DynTek Address:

**Note:** Only registered suppliers/ contractors will be invited for limited tender participation. Incomplete or late submissions shall not be entertained.

**Procurement Section,**

**DynTek Engineering Private Limited**

Block 11, Alpha Techno Square, Old International Airport, Rawalpindi, Pakistan.

Tel: (051) 5405003-4

Rawalpindi, Pakistan.

## Supplier / Contractor Registration Form

[Company Name & Logo]

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### Section A: Company Information

1. **Company Name:** \_\_\_\_\_
  2. **Year of Establishment:** \_\_\_\_\_
  3. **Type of Business:**  
☐ Manufacturer ☐ Supplier ☐ Vendor ☐ Contractor ☐ Other: \_\_\_\_\_
  4. **Nature of Goods/Services Offered:**
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5. **Registered Office Address:**
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6. **Name of the Authorized Personnel (Owner/CEO/MD)** \_\_\_\_\_
7. **Focal Person:** \_\_\_\_\_
8. **Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_
9. **Email Address:** \_\_\_\_\_
10. **Website (if any):** \_\_\_\_\_
10. **National Tax Number (NTN):** \_\_\_\_\_
11. **Sales Tax Registration Number:** \_\_\_\_\_
12. **Bank Name & Branch:** \_\_\_\_\_
13. **Bank Account Title:** \_\_\_\_\_
14. **IBAN/Account Number:** \_\_\_\_\_

### Section C: Experience & Capacity

15. Previous Experience in Years and Months (Attach List of Major Clients/Projects):

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16. Workforce Strength: \_\_\_\_\_

17. Annual Sales / Turnover (last year): \_\_\_\_\_

18. Do you have ISO or any quality certification? ☐ Yes ☐ No

If yes, please specify: \_\_\_\_\_

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### Section D: Required Attachments (Tick if Attached)

- ☐ Copy of Company Registration / Incorporation Certificate
  - ☐ Copy of NTN and Sales Tax Certificate
  - ☐ Affidavit / Declaration of blacklisting on attested Stamp paper from any Govt. Organization
  - ☐ Trade Link / Partnership letter with OEM (in case of distributor / agent)
  - ☐ Vendor Registration Number with other Govt. Organizations with effective validity period
  - ☐ Bank Certificate / Account Verification Letter
  - ☐ Supplier Code of Conduct Declaration
  - ☐ HSE Policy
  - ☐ Company Profile
  - ☐ List of employees
  - ☐ List of Products / Services Offered
  - ☐ Past Performance / Experience Record
  - ☐ ISO/Quality Certifications (if any)
  - ☐ Any Other Relevant Documents
  - ☐ Non-Disclosure Agreement (NDA) Compulsory ([Download and attach](#))
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**Note: Dyntek Engineering Private limited reserves the right to reject any firm/individual for registration without any legal obligation.**

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**Declaration**

- We authorize Dyntek for cross verification of the information provided for registration including documentation verification, visit to our facility / facilities and to verify the financial and technical aspect of by Dyntek or form third party
- We hereby declare that the information provided above is true and correct to the best of my knowledge. I/we understand that any false information may result in disqualification from the registration process.

**Name:** \_\_\_\_\_**Designation:** \_\_\_\_\_**Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_**Company Stamp:** \_\_\_\_\_

## **NON-DISCLOSURE AGREEMENT**

Non-Disclosure Agreement known as the Agreement is made on \_\_\_\_\_ Day of \_\_\_\_\_ by and between **DYNTEK ENGINEERING PRIVATE LIMITED**, known as the 'Company' and \_\_\_\_\_, known as the 'Recipient' and collectively known as the 'Parties'

### **1. Definition of Confidentiality**

As used in this agreement, 'Confidential Information' refers to any information which has commercial value and is either (i) technical information including patent copyright trade secret and other proprietary information techniques, sketches drawings, models, inventions, know how processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed products and services of Company, or (ii) non-technical information related to company's products including without limitation, pricing, margins, merchandising plans and strategies, finances, financial and accounting data and information, suppliers, customers, customers lists, purchasing data, sales and marketing plans, future business plans and any other information which is proprietary and confidential to Company

### **2. Non-disclosure and Nonuse Obligations**

Recipient will maintain in confidence and will not return disclose, disseminate or use any confidential information belonging to company, whether or not in written form. Recipient agrees that Recipient shall treat all Confidential information of Company with at least the same degree of care as Recipient accords its own Confidential information. Recipient further represents that Recipient exercises at least reasonable care to protect its own Confidential Information only to those of its employees who need to know such information and certificate that such employees have previously signed a copy of this Agreement.

### **3. Survival**

This agreement shall govern all communication between the Parties Recipient understands that its obligations under Paragraph 2 ("Nondisclosure and Nonuse Obligations") shall survive the termination of any other relationship between the parties. Under termination of any relationship between the parties. Recipient will

promptly deliver to Company, without retaining any copies, all documents and other materials furnished to Recipient by Company.

**4. Governing Law**

This agreement shall be governed in all respects by the Federal laws of the Government of Pakistan.

**5. Injunctive Relief**

A breach of any of the promises or agreements contained herein will result in irreparable and continuing damage to Company for which there will be no adequate remedy at law, and Company shall be entitled to injunctive relief and/or a decree for specific performance and such other relief as may be proper (including monetary damage if appropriate).

**6. Severability**

The provision of this agreement is independent of and separable from each other, and no provision shall be affected or rendered invalid or unenforceable by virtue of the fact that for any reason any other or others of them may be invalid or unenforceable in whole or in part

**7. Agreement**

This agreement constitutes the entire agreement with respect to the confidential information disclosed herein and supersedes all prior or contemporaneous oral or written Agreements concerning such Confidential Information. This agreement may only be modified by mutual agreement of authorized representatives of the parties in writing.

IN WITNESS WHEREOFF, the parties have executed this Agreement as of the dates written below:

**Company representative's Signature**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Recipient's Signature**

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_