

PLEASE FILL THE FOLLOWING COLUMNS OF FORMS

Name of Firm/Company/Private/Govt./Union Govt.-----

(i) Proprietor's Name and Address - - - - -

- - - - -

(ii) Full details of other undertakings owner/Controlled by the Proprietor's - - - - -

- - - - -

Connection between the undertaking and other is any e.g. partners are common or have share percentage of any other undertakings (Firm (s) Factory's, with address(s) this registration No.(s) with Group of Stores.

Managing Director/Whole-time Director/Manager/Name & Address.

It is a subsidiary of Indian Company
Foreign Company with particulars of the Patent/Holding Company.

- - - - -

Whether Companies, if any of India - - - - -

Which are subsidiaries of Patent - - - - -

Company/Name and full Particulars - - - - -

- - - - -

In which other companies the Directors have financial interest or are representing to the Board (s) of these other companies firm/Factories with Name(s) and full particulars about their registration No.(s) with the connected Railways for the various Group of Stores.

Stores Manufacturers/Handing with details are manufacturers stocked by you as well as by your subsidiaries mentioned above.

Signature-----

Designation-----

NORTHEAST FRONTIER RAILWAY

“INSTRUCTIONS” FOR FILLING UP THE APPLICATION FORM AND SUPPLYING OF OTHER PARTICULARS REQUIRED FOR REGISTRATION

- 1. Grouping of Stores** – Stores are grouped in different trade groups as in the list attached. Separate list of contractors are being maintained for each trade groups. Firms may apply on the prescribed form for registrations for the supply of one or more trade groups giving reference to the attached list.
- 2. Security Deposits** – Firm desiring to be enlisted for the supply of stores to this Railway must complete the application form attached. No security deposit is required to be taken from contractors for item for which they are registered with this Railway. This is however necessary for items for which they are not particularly registered @10% of the value of an order in each case.
- 3. Weekly Bulletins of Stores** – Offers are invited for the supply of stores by advertisement, either publically or in the Railway Stores Weekly Bulletin. The latter is sent to all approved suppliers who pay the annual, subscription of Rs.500.00 only in cash for it (not refundable). As most of this Railway requirements are published in the Weekly Bulletin it is in the interest of suppliers to subscribe for the Bulletin.
- 4. Right to refuse Registration and Removal from Approved List** -The Controller of Stores reserves the right to decline to register any firm or to remove the name of any firm either for a specific period or permanently from the approved list without assigning any reason and his decision shall be final.
- 5. I.R.S.Conditions of Contract** – Firm will have to abide by I.R.S. Conditions of Contract and rules and regulations issued by the Controller of Stores from time to time in regard to the purchase of Stores.
- 6. The Cash Receipt** – The cash receipt for the purchase of application, should invariably be affixed thereon while submitting the application form.
- 7. Signing of the Application form: -**
 - (a) Proprietorship firm – The application form should be signed by the proprietor.
 - (b) Partnership firm – The application form should be signed by all the partners or by any one of the partners who holds a general Power of Attorney authorizing him to sign for and bind the firm in all contractual obligations.
 - (c) Limited Concerns – The application form should be signed by any one or the Directors of Managing Director of the firm.
The application may also be signed by a person other than those mentioned above, only when such a person holds a general power of Attorney in his favour

from the firm giving him authority to do so in which case such Power of Attorney in original together with copy thereof should also be forwarded along with application.

8. **Ownership Documents** – All firm should produce documentary evidence for ownership of their Godowns and Factories and Machineries installed therein.
 - (a) In case of manufacturing firm, original rent receipts and cash vouchers etc. together with copies thereof, for the plants and machineries installed in the factory should be forwarded.
 - (b) In case of stockiest rent receipts for their godowns together with proof of ownership of the stocks, with the copies of the documents should be furnished.
Alternatively on affidavit sworn before the First Class Magistrate to the effect that plant, machinery building etc. are owned by the applicant firms may be forwarded.

9. **Income-Tax clearance Certificate** - Current Income-Tax Clearance Certificate bearing the Seal and dated signature of the Income-Tax Officer concerned, should invariably accompany the application. In case of Partnership firm, the current Income-Tax Clearance Certificate in respect of each individual partner should also be furnished in addition to the Income-Tax Clearance Certificate in the name of the firm.
The Income-Tax Clearance Certificate should show the details of the Income assessed, tax demanded and paid for the previous four years.

10. **Other Documents to be Forwarded** – In case of a limited company a copy of memorandum and Articles of Association and a Certificate of incorporation, and in case of a Partnership concern, a copy of the entry in from 'A' form the Register of firms concerned should accompany the application. In addition to this, list of sitting Directors in case of a limited concern and certified copy of the partnership deed in case of a partnership concern, should be submitted.

11. **Registration of Branches** – In case where the firms desire registration of branches in addition to the head office, they should forward a declaration to the effect that the Branch Managers are competent to bind the firm in all contractual obligations and that the Head Office will be responsible for commitment of their Branch Managers and for the satisfactory execution of the contracts places on them.

12. **Annual Report/Balance Sheets Profit & Loss Statements** – One copy each of the following should be furnished :-
 - (i) Last Annual Report.
 - (ii) Profit Loss Accounts and Balance Sheet for and at the end of the last Year.

(iii) A statement showing the results of operation and financial position of the firm during the preceding three years in the Performa given below :-

Year ending Year ending Year ending

1. Sales
2. Gross Profit
3. Depreciation
4. Pretax Profit
5. Taxation
6. Net after tax
7. Percentage of Net Profit on Sales
8. Dividend declared
9. Net Block
10. Capital employed
11. Reserves
12. Percentage Profit on Capital employed

Northeast Frontier Railway

FORMS OF APPLICATION FOR USE OF FIRMS IN INDIA FOR ENLISTMENT AS APPROVED CONTRACTORS TO RAILWAY

N.B.: Complete and definite answers to questions must be given otherwise; the application is liable to be ignored.

1. Name of Firm Telegraphic Address

Address of Head Office Telephone No.

Address of branch
2. Trade Groups of the attached list for which Enlistment is desired.
3. (a) Is your firm incorporated under the Companies Law or any other Law of India? If not, who are the partners/ Proprietors (please give their names Address)

(b) Is your firm registered under the India Partnership Act.1932?

© Is your factory registered under the India Factories Act. 1948?
4. Does your firm come under the scope of the Industries (Development and Regulations) Act. 1951 and if so, the No. and date of Registration or Licence held under the Act.
5. If the firm is registered under the Indian Companies Act. 1913/Companies Act.1 of 1956 state: -
The name in which it is registered....
 - (a) The registrar with whom it is Registered and his place.
 - (c) The date of registration and the number of registration certificate....

- (d) Subscribed capital.
6. If the firm is registered under the partnership Act.1932 or any other Act requiring the registration of firm/ Partnership :-
- (a) The name and/or style in which it is registered.
- (b) The place of the registrar of firm with Whom registered
- (c) The date of such registration and the number and date of registration certificate.
- (d) The names and addresses of all the partners and the extent of their shares.
- (e) Whether under the partnership deed any one partner has been authorised to sign and bind the firm in all contractual obligations including power to refer cases for arbitration. If not, whether a separate Power of Attorney exists in favour of a Particular partner to perform such functions In the latter case a copy duly attested by a No. any Public should be submitted.
7. In any other case :-
The name(s) and address(es) of the proprietor and/or all the partners and the nature and extent of their interest in the Joint Business (in the case of Joint Hindu Family firm, give this information regarding all persons who have any interest in the business)
8. The income-tax circle/ward/district in which the concern and each of its proprietor(s) partner(s) is/are assessed to income-tax and the G.I.R.No.of each :-
9. If you are a manufacturer: -
- (a) Location of Manufacturing Works/ Factory/Factories owned by you.

- (Documentary evident of ownership must be produced)
- (b) Brief description of the Factory (e.g. Area, covered accommodation, Departments into which it is divided, Laboratory,etc.)
- (c) Whether the firm comes under the scope of industries (Development & Regulation) Act.1951 and if so, the No.and date of registration of licence Held under the Act.
- (d)Details of plant and machinery Erected and functioning in each Department (Monographs and Descriptive pamphlets should be Supplied if available.)
- (e) Whether the process of manufacture In the factory is carried out with the Aid of power or without it.
- (f) Details of stores or class of stores Which the factory as equipped, if Capable of production (Specifying Each item separately.)
- (g) Details of arrangement for quality Control of products such as laboratory etc.
- (h) Whether stores where tested to any Standard specification, if so, copies of original test, certificates should be submitted in triplicate.
- (i) (In case you do not own the factory but utilize the factory of some other firm for the manufacture/fabrication of the stores for which you apply for registration, on lease or other basis, you should furnish a valid legal agreement that the factory of
.....has been put at your disposal for manufacture fabrication of the stores for which registration has been applied for).
10. If you are accredited agents of any manufacture, given :-
- (a) Name and address of manufacturers
- (b) Articles for which you have agencies.....

- (c) Stocks carried by you
 ** Here indicate the name of the firm whose factory is being utilized.
11. If you are stockiest: -
 - (a) Items stocked
 - (b) Approximate value of your stocks....
 And approximate value of annual Sales.
 - (c) Address of your shop or shops.....
 - (c) Address of your godowns where Your stocks can be inspected.
 12. Classes of articles imported by the firm...
 13. Classes of imported article normally stocked by the firm.
 14. State particulars with value (approximate) and date of any contract of (considerable,magnitude) executed in the past twelve months by your firm for the industries and supplies Department,Railway or Local Body....
 15. Recognised cottage Industries and Small Scale Industries Units should submit A certificate from the Regional Director of the Unit in support of their Settlement.
 16. Are you on the approved list of Director General of Supplies and Disposals, And if so, give details of items for Which enlisted and registration No. and date.
 17. If you were on approved list of any other Railway give registration No.and Items for which registered.
 18. Who are your Bankers ? Give complete Addresses.
 19. Further remarks, if any.
 20. Do you pay income tax, if so,income tax Clearance certificate as per form Enclosed be furnished.
 21. Whether you are agreeable to inspection by the
 - (a) Director of Inspection (S&D) ...
 - (b) Representative of Research Design and Standard Organisation
 22. (a) Whether facilities for test exist in your

- factory. If so, details may be furnished.
23. Give details of manufacturing capacity of the items of stores for which registration is desired
 24. Give detailed list of orders secured from Central/State Govts. Details including other Rlys. Showing performance i.e contracted date of delivery, actual date of delivery, rejection etc.
 25. Whether you are agreeable to standard Payment terms of the Rly.e.g.100% Payment after receipt and inspection of stores against receipt Note, direct by the **FA & CAO** of this **Rly.**by NEFT

I/We.....do hereby declare the entries made in this application form are true to the best of my/our knowledge and also that we shall be bound by the acts of my/our duly constituted attorney.

Mr.....who has signed this application and of any other person who in future may be appointed by me/us in the stead to carry on the business of the concern whether an intimation of such change is given to the Railway or not.

I/We do hereby confirm that I/We have read the conditions governing Railway contracts as amended from time to time and would abide by these conditions in all respects.

Signature of Partners, Proprietors
& Manager etc.

All subsequent changes in the constitution or working of a firm affecting the accuracy of the answers now given should be promptly communicated to the Railway.

Place.....

Signature

Dated, the.....20

Designation of person signing this Application Form
(Proprietor, Partner, Manager etc.)

