

Northeast Frontier Railway

Format for Application for use of firm for Enlistment as Approved Vendors in N. F. Railway.

N.B. (i) Complete and definite answers to paras below must be given on separate sheets duly mentioning the paras and wherever information required is not applicable to the applicant, clearly mention "N.A." against it, otherwise the application form is liable to be ignored.

(ii) Information where marked as compulsory must be submitted, else application form is liable to be ignored.

PART "A"

1	Item(s) of Stores giving reference to the Trade Groups in four digits of list for which enlistment is desired. (Displayed on site www.nfr.indianrailways.gov.in)	
2	IREPS Registration no.	
3	Name of Vendor:	
4	Contact Details:	
4.1	Address of Registered Office & Contact Details: a) Address for correspondence: b) Telephone/Mobile No. : c) Fax No. : d) E-mail Address : e) Web site :	
4.2	Address of Manufacturing Premises & Contact Details: a) Address for correspondence: b) Telephone/Mobile No. : c) Fax No. : d) E-mail Address : e) Web site :	
4.3	Address of Branch Offices & Contact Details, if any : a) Address for correspondence: b) Telephone/Mobile No. : c) Fax No. : d) E-mail Address : e) Web site :	
5	Whether Private/Public/Govt/Non-Govt.	
6.	Legal Status of Vendor (with documentary proofs): Details of Registration with appropriate authorities	
	1. Directorate of Industries.	
	2.Shop & Establishment License.	
7	For Proprietary Concern only:	
7.1	Proprietor's Name	
7.2	PAN Card No.:	
7.3	TAN No.:	
7.4	GST registration No.(if registered):	

7.5	Details of other undertaking (s) owned / Controlled by the proprietor or where the proprietor has financial interest.	Name of the undertaking (s):	Partners /Proprietor/ Director:	% Share
8	For Partnership Concern only:			
8.1	Partner (s) Name : 1] 2] 3] 4] 5]	Address	% Shares	
8.2	Connection with other undertaking (s) if any, e.g. partners are common or have shares (%) in any other undertaking (s) furnish name of Firm/s/Factory (s) with Address (s) & their registration no. (s) with the concerned Railways of the various groups of stores. Details to be submitted on separate sheet.			
8.3	Copy of partnership deed along with form 'A' issued by Partnership Registrar and Copy of Power of Attorney (duly registered) in favour of an individual/individuals to sign documents and create liability against the firm & power to refer cases for arbitration, dully attested by notary public.			
8.4	In any other case. The name (s) and address (s) of the proprietor and /or the partners and the nature and extent of information regarding their interest in the joint business (in the case of joint Hindu family firm) give details of all persons who have any interest in the business. Submit details on separate sheet.			
9	For Private Limited/Public Limited Concerns only			
9.1	Company Registered under Companies Act 2013/Companies Act 1956. Submit copy of Registration Certificate.			
9.2	Copies of MOA (Memorandum of Association)/ AOA (Articles of Association) of the company			
9.3	Copy of Authorization/Power of Attorney issued by the Company (backed by the resolution of Board of Directors) in favour of the individual to sing on behalf of the company and create liability against the company.			
9.4	Managing Director /Whole time Director /Manager	Name	Address	DIN(Director Identification Number)
9.5	Board of Directors	Name	Address	DIN(Director Identification Number)
9.6	Is it a subsidiary of Indian company/foreign company, submit particulars of the parent/holding company.	Name	Address	Particulars
9.7	Other companies, if any, in India which are subsidiaries of the applicant company:	Name	Address	Particulars

9.8	In which other undertakings (Company /Partnership /LLP /Proprietary, etc) the Directors have financial interest or are represented on the Board (s) of these other companies.	Name	Address
9.9	Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries/Sister concerns mentioned above.		
9.10	Subscribed Capital. (Submit details on separate sheet)		
10	For L.L.P (Limited Liability Partnership) Concern only :		
10.1	Partner (s) Name 1) 2) 3) 4) 5)	Address	% Share
10.2	Submit a copy of LLP Agreement.		
10.3	Submit a copy of Certificate of Incorporation		
10.4	Submit copy of Power of Attorney/Authorization issued by the LLP in favour of the individual to sign on behalf of the LLP and create liability against the LLP.		
10.5	Connection between the undertaking and other(s) , If any, e.g. partners are common of have share (percentage) in any other undertakings with name(s) and address.		
10.6	If it is a subsidiary of Indian company/foreign company, write with particulars of the parent/holding company.		
10.7	Other undertakings, if any, in India which are subsidiaries of the parent company – name and full particulars.		
10.8	In which other undertakings the partners have financial interest or are represented on the Board(s) of these other companies with name and address.		
10.9	Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as by your subsidiaries/sister concerns mentioned above.		
11	Status of ownership of premises used. Documentary evidence along with electricity registration/ current bill must be submitted.		
12	For Manufacturing Unit only:		
12.1	Address of Manufacturing Works/Factory/Factories owned by you.		
12.2	Stores manufactured / handled with details of Specification/s to which these are manufactured/stocked by you as well as your subsidiaries mentioned above. Details to be submitted on separate sheet.		
12.3	Brief description of the factory (i.e. area covered accommodation departments into which it is divided, laboratory etc.). Submit sketch.		
12.4	Whether the firm comes under the scope of industries (development & regulations) registration of license held under Act. Submit copy of registration certificate.		
12.5	Is your Factory registered under the Indian Factories Act, 1948 (if yes, submit the copy of registration certificate.)		
12.6	Details of arrangements for quality control of products such as Laboratory etc. Submit test certificate.		
12.7	Details of plant & machinery erected and functioning in each department [Monographs & descriptive (Pamphlets) should be supplied if available]. Submit an affidavit on Rs.100/- stamp paper duly signed by notary/first class executive magistrate for plant and machinery. List of machinery and their value should be incorporated therein.		
12.8	Whether the process of manufacture in the factory is carried out with the aid of power or without it.	With Power	Without Power
12.9	Details of stores or class or stores which the Factory, as equipped is capable of production (Specifying each item separately on separate sheet.)		
12.10	Whether stores were tested to any standard Specification, if so, copies of test certificate should be submitted.		

12.11	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 a factory has been put at your disposal for the manufacture function of the stores.	
12.12	Recognized cottage industries and small scale industries units should submit a valid certificate from the Regional Director of the unit in support of their statement.	
12.13	If you are registered with national small scale industrial corporation. A Photo copy of valid registration certificate notarized should be submitted.	
12.14	Are you on the approved list of Director General of Supplies and Disposals. If so, give details of items for which your firm is registered. (Copy of valid registration to be submitted)	
13	For Authorized/Accredited Agents only:	
13.1	Name and Address of the manufacturer/s. Please submit valid documentary evidence from the manufacturer/s authorizing your firm to stock and deal in their products. Submit affidavit on Rs.100/- stamp paper for stock and value of stock duly signed by notary/first class executive magistrate.	
13.2	Articles for which you have agency/ies. Submit details on separate sheet.	
14	For Stockiest only	
14.1	Items stocked please submit documentary evidence from the manufacturer/s authorizing your firm to stock and deal in their products. Submit affidavit on Rs.100/- stamp paper duly signed by notary/first class executive magistrate for stock and value of stock recorded therein.	
14.2	Address of your shop/ godown /s where your stocks can be inspected. Submit rent receipt or ownership document for godown.	Address:
14.3	Class of articles imported by you (YES/NO). If yes submit details on separate sheet.	
15	Financial Status:	
15.1	Submit Audited Balance Sheet, Turnover in last three completed financial years.	
15.2	Profit & loss statement for last three completed financial years.	
15.3	Banker's current Solvency Certificate/report.	
15.4	Chartered Accountants current Certificate on financial status of vendor and for value limit of registration.	
16	Technical Competence:	
16.1	Details of Installed Machinery and Plant: its capacity and capability.	
16.2	Testing facilities, its certification and calibration.	
16.3	Technical Manpower (qualification and experience).	
16.4	Administrative setup.	
16.5	Production in last completed financial year and current year.	
16.6	Performance during last three years (railways, other government departments/PSUs).	
17	Quality control :	
17.1	Quality control processes in place, including quality control of incoming raw material, manufacturing control process, record keeping of quality control :	
17.2	Quality certification, if any, e.g. ISO, any field specific certification etc.	
18	In case the vendor is an MSE, whether it is an MSE owned by SC/ST or women or otherwise. Documents thereof..	
19	Approval from any authorized agency, e.g. RDSO/CORE/PU etc.	
20	Declaration to compliance with laws: Pollution laws, Employment laws, Electricity laws, Water laws, Labour laws, Intellectual Property laws, etc.	
	a) Pollution Laws	:
	b) Employment Laws	:
	c) Electricity Laws	:

	d) Water Laws : e) Labour Laws : f) Intellectual Property Laws :			
21	Whether the vendor has been banned/suspended from business dealings in past five years (five years prior to the date of filing the application) by any government department/unit.			
22	Whether the vendor has been convicted of any criminal or civil offence in five years prior to the date of filing application.			
23	Whether the vendor is a judgment debtor in any case.			
24	Whether there is any legal proceeding (criminal/civil) pending against the vendor in any court of law.			
25	Whether there is any recovery pending against the vendor on any Railway/ unit.			
	PART " B"			
	NOTE: To be submitted by all the applicants.			
26	Income Tax details			
26.1	Do you pay Income Tax if so, Copies of last three years Income Tax Return to be furnished.			
26.2	The Income Tax circle / ward / district in which the concern and each of its proprietor/partners is /are assessed to Income Tax and the G.I.R No. of each. Copy of PAN card (s) to be submitted.			
27	Submit State Sales Tax and Central Sales Tax Registration certificate.			
28	Who are your bankers? Give complete address of Bankers	Name of the bank : Address: A/c No		
29	Digital signature certificate should be submitted in Class IIIB format in the name of your firm. Register in IREPS & submit it's copy.			
30	State particulars with value (Approximate) and date of any contract (considerable magnitude executed in the past 24 months by your firm for the Industries and supplies Dept. Railway or local body (Details may be furnished in separate sheets.)			
31	Annual report balance sheet and profit & loss statements- one copy each of the following should be furnished- a) Last Annual Report. b) Profit & Loss Account and Balance Sheet for and at the end of the last three years duly certified by Chartered Accountant. c) A Statement showing the result of operation and financial position of the firm during the preceding three years in the proforma given below			
32	SALES			
Sr. No	Description	Year ending	Year ending	Year ending
I	Sales			
II	Gross Profit			
III	Depreciation			
IV	Pre-tax profit			
V	Taxation			
VI	Net profit Tax			
VII	Percentage of Net profit on sales			
VIII	Dividend declared			
IX	Net Block			

X	Capital employed			
XI	Reserves			
XII	Percentage of profit on capital employed			
XIII	Authorized capital			
XIV	Paid up capital			
XV	Debentures			
XVI	Debit balance Profit & Loos A/c			
XVII	Closing stock			
33	<p>Attach a declaration as per proforma below:</p> <hr/> <p style="text-align: center;">DECLARATION</p> <p>i) I/We shall abide by all the applicable laws, including laws relating intellectual property rights. I/Weabsolve Railways of any damages penalty/liability in case of my failure to comply with all legal requirements.</p> <p>ii) I/We shall not be part of cartel neither shall misuse my dominant position shall not participate in any action having adverse Impact on competition in procurement of any goods or services by Indian Railways.</p> <p>iii) Any change in legal status or information provided at the time of submission of request for registration, shall be intimated at the earliest possible time.</p> <p>iv) Person authorized to sign the documents had been duly authorized by competent authority. I absolve Railway from any loss in case of misrepresentation. In case of any fraud by the company, shall be individually responsible.</p> <p>v) I/We agree that in case of any default in performance of contract with any of the Railway units, our name shall be removed from the list of registered vendors for any or all trade groups. Such removal shall neither limit nor be limited by the damages Railways may claim for default and /or non-fulfillment of the contract.</p> <p>vi) I/We understand that as a registered vendor shall be eligible for certain benefits in public procurement system of Indian Railways. I/We further understand that extension of such benefits is at sole discretion of the purchasing authority and status of being a registered vendor does not provide me/us with any right, whatsoever, to claim any benefits over unregistered vendors.</p> <p>vii) If any of the information provided by me/us is found to be untrue or misleading my application shall be rejected besides other legal action against me.</p> <p>viii) I/Wedo here by declare that the information furnished in this application form are true to the best of my/our knowledge and also that I/We shall be bound by the acts of my/our duly constituted attorney.</p> <p>xi) Mr./ Mrs./ Ms..... who has signed the application and of any other person who in future may be appointed by me/us in his/her instead to carry the business of the concern whether an intimation of such change is given to the railway or not shall be bound by the acts of my/our duly constituted attorney.</p> <p>x) I/We do hereby confirm that I / We have read the conditions Governing Railway Contracts as amended from time to time would abide by this conditions in all respects.</p> <p style="text-align: right;">(Signature of Proprietor/Partner/s/Manager/s, etc)</p> <p>Place: Dated:</p>			

	<p>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 Authorities.</p> <p style="text-align: right;">(Signature of Proprietor/Partner/s/Manager/s, etc)</p>
34	<p>REGISTRATION FEE PARTICULARS</p> <p>a) D.D. No. _____.</p> <p>b) Cash Receipt No. _____, issued by Chief Cashier N. F. Railway, Maligaon.</p> <p>c).Amount Rs.....</p>