

Issued to M/s. \_\_\_\_\_

Receipt No.....

Date:.....

Price Rupees Fifty only for Questionnaire Form & Vendor Trade Group Book and Enlistment fee Rs. One Hundreded Fifty. Issue of this Form does not guarantee your enlistment with this Railway.

EAST COAST RAILWAY

Address: Controller of Stores  
East Coast Railway, Rail Vihar, Chandrasekharpur, Bhubaneswar – 751023.

Application form for use of firm in India for Enlistment as approved Contractors to Railway.

**COMPLETE AND DEFINITE ANSWERS TO QUESTIONS MUST BE GIVEN OTHERWISE THE APPLICATION IS LIABLE TO BE IGNORED**

1. Name of firm/Company, Whether Private/Public/Government/Non-Government :  
Telegraphic Address :  
Telephone & FAX No (s) :  
Address of Branches :  
  - (a) (i) Proprietor(s) Name & Address :
  - (ii) Full details of other undertakings owned / Controlled by the Proprietors (s) :
  - (b) (i) Partner (s) Name & Address and percentage of shares hold :
  - (ii) Connection between the undertaking & other (s)if any e.g. partners are common or have share (percentage) with any other undertaking (s) Firm (s), Factory (s) with Name (s) Address (s) & their registration No (s) with the concerned Railways for the various group of stores. :
  - (c) (i) Managing Director whole time Director / Manager's Name and Address :
  - (ii) Board of Directors (Name and Address) :
  - (iii) Is it subsidiary of Indian company /Foreign company with particulars of the present holding company :
  - (iv) Other companies, if any, in India, which are subsidiaries, of the present company, Name and Address :
  - (v) In which other companies the Directors have financial interest are represented on the Board (s) of these after companies/Firms/ Factories with name (s) /Address(s) and full particulars about their registration No (s) with the concerned Railways for the various group of stores. :
  - (vi) Stores manufactured /handled with detailed of specification to which these are manufactured /stocked by you as well as by your subsidiaries mentioned above :
2. Item or items of stores giving reference to the section and serial No of the Vender Trade Group in 4 (four) digits for which enlistment is desired :
3. (a) Is your firm incorporated under the Companies Law or/and other Law of India. If not, who are the partners/Proprietors (please give their names and address) :  
(b) Is your firm registered under the Indian Partnership Act, 1932 :

- (c) Is your factory registered under the Indian Factories Act. 1948 :
4. Does your firm come under the opening of the Industries (Development and regularization) Act. 1948 and if so, the number and date of Registration of Licence here under the Act. :
5. If the firm is registered under the Indian Companies Act. 1956, Companies Act. 1 or 1956 state :
- (a) The name in which it is registered :
- (b) The Registration with whom it is registered and its place. :
- (c) The date of Registration and the number of Registration certificate :
- (d) Subscribed Capital :
6. If the firm is registered under the Indian 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 registration firm with whom registered. :
- (c) The date of such registration & the number and date of Registration certificate. :
- (d) Names and address of partner and extent of their shares :
- (e) Whether under the partnership deed, any one partner has been authorized to sign and bind the firm in all contractual obligation 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 later case a copy fully attested by a Notary Public should be submitted. :
7. In any other case the one (s) and address (s) 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, given this information regarding all persons who have any interest in the Business) :
8. The Income-Tax –Circle/Ward District in which the -----and each of its proprietor (s), Partner (s) is/are -----to Income Tax and the G.I.B. No. of each. :
9. If you are a Manufacturer.
- (a) Location of Manufacturing Work/Factory /Factories owned by you (Documentary evidence of owner-ship must be produced.) :

- (b) Brief description of the factory (e.g covered accommodation, departments into which it is divided, Laboratory). :
  
- (c) Whether the firm comes under the scope of Industries (Development & Regulation ) Act, 1951 and if so, the No. and date of organization of license held under the Act. :
  
- (d) Details of plant and Machinery which are acted and functioning in each department (monographs) and descriptive pamphlets should be supplied if available) :
  
- (e) Whether the process of manufacturing 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 is equipped or capable for production (specifying each item separately). :
- (g) Details of arrangement for quality control of production such as Laboratory. :
- (h) Whether Stores were tested to any standard specification if so, copies or original test certificate 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 which being utilized has been at your disposal for the stores for which registration has been applied for). :
- 10. If you are accredited Agents of any manufactures give :
  - (a) Name and Address of Manufacturers :
  
  - (b) Articles for which you have Agencies :
  
  - (c) Stocks carried by you :
  
- 11. If you are stockiest :
  - (a) Items stocked :
  
  - (b) Approx. value of your stock and approx. value of annual sales :
  
  - (c) Address of your shop or shops your stocks can be inspected. :
  
- 12. Class of articles imported by the firm :
  
- 13. Class of imported articles normally stocked by the firm :
  
- 14. State particulars with value (approx.) and date of contract or considerable magnitude executed in the past twelve months by your firm for the Industries and supplies Deptt. Railway or Local body. :
  
- 15. Recognized cottage Industries and small scale Industries Units should submit a certificate from the Regional Director of the Unit in support of their statement with Regn. No. :

16. Are you on the approved list of Director General of Supplies disposals :  
and if so, give details of item for which enlisted and registration No. and  
Date.
17. If you were on the approved list of any other Railway give Registration :  
No & items for which registered.
18. Who are your Bankers? :
19. Further remarks, if any :
20. Do you pay Income Tax? If so, Income Tax clearance certificate as per :  
Form enclosed be furnished.

I/We ..... do hereby declare that the entries made in this application form are true to the best of my/our knowledge and that we shall be ----- the acts or 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 his stead to carry on the business of the concern whether and intimation of such change is given to the Railway or not.

I/We ..... do hereby confirm that I/We have read the condition governing Railway contractors as amended for the time to time and work abide by these conditions in all respects.

.....  
(Signature of Partner Proprietors /Manager etc.)

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

Place.....

Signature .....

Date.....Designation of person signing this application form

(Proprietor/Partner/Manager etc.)

**EAST COAST RAILWAY**  
**INSTRUCTION FOR FILLING UP THE APPLICATION FORM AND SUPPLYING OF**  
**OTHER PARTICULARS REQUIRED FOR REGISTRATION.**

1.	GROUP OF STORES	Stores are grouped in different sections separate lists of contents are being maintained for each items of Stores. Firms may apply on the prescribed form for Registration for the supply of one or more items of Stores giving reference to the Trade Groups in 4(four) digits.
2.	THE CASH RECEIPTS	The Cash Receipt of Rs.160/- should invariably be affixed there on while submitting the Applicant Form as enlistment fee for Non NSIC firms.
3.	SIGNATURE 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 of the partners who holds a general power of Attorney Authorizing him to sign or bind the firm in all contractual obligations. The application may also be signed by a person of 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 this case such power of Attorney in original together with a copy thereof should also be forwarded along with application.
4.	OWNERSHIP.	All firms should produce documentary evidence for Ownership of their Godowns and Factories and Machineries installed therein (Affidavit attested)
		(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 stockists, rent receipt for their Godown together with proof of ownership of the stocks, with the copies of the documents should be furnished. Alternatively an affidavit shown before the first class Magistrate to the effect that Plant, Machinery building etc. are owned by the applicant firm may be forwarded.
5.	INCOME TAX CLEARANCE CERTIFICATE & STCC	Current Income Tax Clearance Certificate/ STCC bearing the seal and dated signature of the Income Tax Officer concerned, should invariably accompany the application. The Income Tax Clearance Certificate should carry the details of the up to date assessed tax declared and paid for the previous four years.
6.	OTHER DOCUMENTS TO BE FORWARDED	In case of 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 form 'A' from the Register of firms concerned, should accompany the application. In addition to this a list of sitting Directors, in case of a limited concern and a certified copy of the partnership deed in case of partnership concern, should be submitted duly attested.		
6a		In case of firms, who are accredited agents of any manufacturers, they are requested to furnish an attested copy of their Agency Agreement with the manufacturers concerned. They should submit current Trade License, Banker's Certificate & List of Technical Staff.		
7.	REGISTRATION OF BRANCH OFFICE	In case where the firm desire registration of their branches in additions to their 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 Officer will be responsible for the comment of their Branch Managers and for the satisfactory execution of the contracts placed on them.		
8.	ANNUAL REPORT/BALANCE SHEETS/PROFIT * LOSS ACCOUNT STATEMENT	One copy each of the following should be furnished. i) Last Annual report. ii) Profit & Loss Account & Balance Sheet for the last 3 years. iii) A statement showing the results of operation and financial position of the firm during the preceeding three years in the Proforma given below		
		Year Ending	Year Ending	Year Ending
	Sales			
	Gross Profit			
	Depreciation			
	Pretax			
	Taxation.			
	Net after tax.			
	Percentage of Net Profit on			
	Dividend declared			
	Net Block			
	Capital employed			
	Reserved			
	Percentage of profit on Capital employed			

Documents to be attached

<ul style="list-style-type: none"> <li>• Current Income Tax Clearance Certificate or PAN.</li> <li>• Trade License; Factory License.</li> <li>• Documentary evidence of ownership of the land &amp; building of office premises &amp; factory premises or rent receipt for the same.</li> <li>• Affidavit for the ownership of plant and machinery and quality control equipment.</li> <li>• List of technical staff.</li> <li>• Memorandum and Article of Association, Certificate of Incorporation, Listing of sitting Directors, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.</li> <li>• Banker's certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Registration Certificates with NSIC/DGS&amp;D/RDSO/ISO 9000/Other Railways.</li> <li>• Copy of NSIC's review certificate attested by notary.</li> <li>• Current dealership agreement from Principal along with SSI/NSIC certificate.</li> <li>• Performance statement of this Railway or other Railways with documents like Inspection Certificate/R. Note etc.</li> <li>• Audited Balance Sheet and Profit and Loss Account for last 3 years.</li> <li>• ISO 9000/14000 certificate if available.</li> </ul>
--	--