

## Questionnaire Form No.-0740/11/1

Issued to Ms. \_\_\_\_\_

Receipt No .....

Date .....

Price Rupees Fifty only for Questionnaire Form & Vender Trade Group Book And Enlistment Fee Rs.  
One Hundred fifty only. Issue of this Form does not guarantee your enlistment with this Railway.

### EAST COAST RAILWAY

Address: **Principal Chief Materials Manager**, East Coast Railway,  
Rail Sadan, North Block Chandrasekharapur, Bhubaneswar - 751007

**COMPLETE THE 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 Self help group.  
Telegraphic Address  
Telephone & FAX No. (s)  
Address of Branches
- (a) (i) Proprietor (s) Name & Address :  
(ii) Full details of other undertaking 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 Railway
- (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, in any in Indian 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 firm come 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 License here under the Act.

5 If the firm is registered under the Indian Companies :  
Act. 1956. Companies Act. I or 1965 estate  
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. Is the firm is registered under the Indian Partnership Act, :  
1932 or any other Act, requiring the Registration of  
Firm/Partner-ship

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  
Exist 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 :  
Proprietary 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 Manufacture.

- 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, Laboartory)
- 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) Details of stores or class of stores which and factory is :  
Equipped or capable for production (specifying each item separately).
- f) Details of arrangement for quality control of :  
Production such as Laboratory.
- g) Whether Stores were tested to any standard specification :  
If so, copies or original test certificate should be Submitted in triplicate.
- h) (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 your apply for registration, on Lease or other basis, you should furnish a valid legal Agreements 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 manufactures :
- (b) Articles for which you have Agencies :
- (c) Stocks carried by you :



11 If you are stockist

- (a) Items stocked :
- (b) Approx. value of your stock and approx value of :  
annual sales
- (c) Adress of your shop or shops you stocks can :  
be inspected


12 Class of articles imported by the firm :

13. Class of imported articles normally stocked by the firm :

14. States 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 Dept. Railway  
or local body .


 15. Recognized cottage industries and small scales industries :  
units should submit a certificate from the regional  
Director of the unit in support of their statement with  
Reng. 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 given :  
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

 21 Are you registered with IREPS (Yes/No.) :

 22 If yes, Please Provide your Registration No. :

I/We .....do hereby declare that the entries made in this application  
form are true and 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 give 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



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

1. GROUP OF STORES	store 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 stories giving reference to the Trade Groups in 4 (Four) digits.
2. THE CASH RECEIPTS	The cash Receipt of Rs. 200 should invariable by affixed there on while submitting the Applicant form as enlistment fee for Non NSIC firms.
3. SIGNATURE OF THE APPLICATION FORM	<p>a) Proprietorship Firm : The Application form should be signed by the proprietor.</p> <p>b) Partnership Firm : The application form should besined 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 contracrual 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 form the firm giving him authority to do so. In this case such power of Attorney in original together with a copy there of should also be forwarded long with application.</p>
4. OWNERSHIP	All firms should produce documentary evidence for Ownership Of their Godowns and Factories and Machineries installed therein (Affdavit attested)
	<p>a) In case of manufacturing firm original rent receipts and cash vauchers etc. together with copies there of for the plants and mechineries installed in the Factory should forwarded.</p> <p>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</p> <p>Alternatively an affidavit shown before the first class Magistrate to the effect that plant, Mechinery buliding etc are owned by the applicant firm may forwarded.</p>
5. INCOME TAX CLEARANCE CERTIFICATE & STCC	Current Income Tax Clearance Certificate/GSTCC 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 for years.
6. OTHER DOCUMENTS TO BE FORWARDED	In Case of Limited company, a copy of memorandum and articles of association and a certificate of incorporating and in case of a partnership concern, a copy of the entry in form 'A' form the resister 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 a partnership concern, should be submitted duly attested.
6a.	In Case of firms who are accredited agents of any manufactures, 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 manager are competent to bind the firm in all contractual obligations and that the Head office 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 3 years in the profoma 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

.Current Income tax clearance Certificate or PAN . .Trade License; Factory License .Documentary evidence of ownership of the land & building of office premises & Factory Premises or rent receipt for the same. .Affidavit for the ownership of Plant and machinery and quality control equipment. .List of technical Staff. Memorandum and Article of Association, Certificate of Incorporation Listing of sitting Directors, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc. Banker's Certificate	.Registration Certificate with NSIC/ DGS&D/ RDSO/ISO 9000/ Other Railways. Copy of NSIC's review certificate attested by notary Current Dealership agreement form Principapal along with SSI/NSIC certificate. Performance statement of this Railway or other Railways with documents like Inspection Certificate/ R Note etc Audited Balance sheet and Profit and Loss Account for Last 3 Years ISO 9000/14000 Certificate if available
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Groups : \_\_\_\_\_

The firm can be registered for the monetary limit of





# EAST COAST RAILWAY

CHECK LIST (TO BE FILLED AND SUBMITTED ALONE WITH QUESTIONNAIRE FORM  
DOCUMENTS ATTACHED.

		YES	NO
1.	PROPERLY FILLED QUESTIONNAIRE FORM		
2.	VAT / ST REGISTRATION CERTIFICATE (STATE ST & CST)		
3.	VALID VAT / ST CLEARANCE CERTIFICATE		
4.	TRADE LICENSE OR FACTORY LICENCE IN CASE OF MANUFACTURER		
5.	MEMORANDUM AND ARTICLE OF ASSOCIATION CERTIFICATE OF INCORPORATION, LISTING OF SITING DIRECTORS, PARTNERSHIP DEED, REGISTRATION CERTIFICATE ISSUED BY THE REGISTRATION OF FIRMS ETC.		
6.	VALID NSIC / DIC CERTIFICATE DULY ATTESTED BY NOTARY		
7.	VALID REGISTRATION CERTIFICATE OF HOME RLY. OR OTHER RAILWAYS PRODUCTION UNITS AS AVAILABLE, DULY ATTESTED IF THE FIRM IS OUTSIDE OF E.CO. RAILWAY.		
8.	ISO 9000/14000 CERTIFICATE ANY.		
9.	VALID DEALERSHIP CERTIFICATE WITH AUTHORIZED LIST OF ITEMS		
10.	PAN CARD IN XEROX		
11.	VALID DIGITAL SIGNATURE CERTIFICATE (CLASS-III) DULY REGISTERED WITH IREPS ( <a href="http://www.ireps.gov.in">www.ireps.gov.in</a> ).		
12.	AFFIDAVIT FOR THE OWNERSHIP OF PLANT & MACHINERY		
13.	DOCUMENTARY EVIDENCE OF OWNERSHIP BUILDING/ LEASE AGREEMENT OF BUSINESS PREMISES & FACTORY PREMISES OR RENT RECEIPT FOR THE SAME DULY NOTARIZED.		
14.	LIST OF TECHNICAL STAFF		
15.	BANKER'S CERTIFICATE & BANK TRANSACTIONS STATEMENT FOR LAST 3 MONTHS / 2 MONTHS / 1 MONTH.		
16.	AUDITED BALANCE SHEET & PROFIT & LOSS ACCOUNT FOR LAST 3 YEARS.		
17.	PERFORMANCE STATEMENT WITH P.O & CHALLAN COPIES IN XEROX.		
18.	PARTNERSHIP DEED IF ANY		
19.	FOR VALID NSIC FIRM, NO APPLICATION FORM COST TO BE PAID.		
20.	DOCUMENT OF MSME OR MSME FIRM OWNED BY SC/ST		
21.	RS.200/- IN SHAPE OF DD IN F/O FA & CAO/ECOR/BBS TOWARDS VENDER REGN FORM COST IN CASE OF NON-NSIC FIRM.		

(PROPRIETOR/PARTNER/MANAGER)

## FOR OFFICIAL USE

The firm has applied for the following trade

Groups : \_\_\_\_\_

The firm can be registered for the monetary limit of

- a. Rs. 40 lakhs and above  
b. Rs. 10 lakhs to Rs. 40 lakhs  
c. Rs. 5 lakhs to Rs. 10 lakhs

d.  
e.

Rs. 1 lakhs to Rs. 5 lakhs  
Upto Rs.1 lakhs

Any order clarification to be called for

Dealer / S-10

NB. \* marked items are mandatory.