

APPLICATION FOR REGISTRATION FOR VENDORS:

ANNEXURE A

(All vendors should mandatorily register as a Bidder in the IREPS website)

Sl. No.	Description	Details	Document placed at Folio No.
(i)	Name of Vendor:		
(ii)	Contact Details:		
1	Address of registered office		
	Mobile Number, email address for future communication.		
2.	Furnish the Name and Address of all the Manufacturing/Marketing units whose product the firm wishes to register.		
a	Provide an Authorization letter from each Manufacturer/Marketer.		
b.	Manufacturing License/Import License for each product should be enclosed.		
c.	ISO/CE/BIS/US FDA or equivalent certificate for each product should be enclosed		
d	Provide the list of products with details as per Annexure B enclosed.		
e	Details of supply made to other Railways/Government Institutions/Reputed private Institutions. Provide supply proof.		

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	3.	Address of Branch offices and contact details, if any	
(iii)		Legal status of vendor (with documentary proof); apart from details of registration with authorities like Directorate of Industries and taxation registration details like PAN/TAN and GST registration details. Following details should be provided.	
	1	Sole proprietary : Vendor will submit	
	a	PAN Card	
	b.	GST registration (if registered)	
	c.	Full details of other Undertakings owned/controlled by the proprietary(s) or where the proprietor has financial interest.	
	2	Partnership Firm: Vendor shall submit	
	a.	Copy of Partnership Deed and	
	b.	Copy of Power of Attorney (duly registered) in favour of an individual/Individuals to sign documents and create liability against the firm.	
	c	Name of partner(s), address and percentage of shares held.	
	d	Connection between the undertaking and other(s) if any e.g. partners are common or have share(percentage) in any other undertakings with name(s) and address	
	3	Company registered under Companies Act-2013	
	a	Copies of MOA (Memorandum of	

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	Association)/AOA(Articles of association) of the company		
	b Copy of certificate of registration with Registrar of Companies		
	c. Copy of Authorization/Power of Attorney issued by the Company (backed by the resolution of Board of Directors		
	d Managing Director/Whole time Director/Manager-Name and address and Director Identification number (DIN)		
	e Board of Directors (Name and Address) and their Director Identification Numbers(DINs)		
	f Is it a subsidiary of Indian company/foreign company with particulars of the parent/holding company		
	g Other companies, if any in India which are subsidiaries of the applicant company- name and full particulars -		
	h. 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 with name and address.		
	i 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.		
4	LLP (Limited Liability partnership):		
	a Name of partner(s), address and percentage of shares held		
	b Copy of LLP Agreement		
	c Copy of Certificate Incorporation		
	d Copy of Power of Attorney/authorization issued by		

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	the LLP in favour of the individual to sign on behalf of the LLP and create liability against the LLP		
e	Connection between the undertaking and other(s), if any e.g. partners are common or have share(percentage) in any other undertakings with name (s) and address		
f	Is it a subsidiary of Indian company/foreign company with particulars of the parent/holding company		
g	Other undertaking, if any, in India which are subsidiaries of the parent company- name and full particulars		
h	In which other undertakings the partners have financial interest or are represented on the Board(s) of these other companies with name and address		
i	Stores manufactured/handled with details of specification to which these are manufactured/stocked by your as well as by your subsidiaries/sister concerns mentioned above.		
j	In case the vendor is an MSE, whether it is an MSE owned by SC/ST or women or otherwise		
k	Financial Status		
1	Audited Balance sheet, Turnover in last three completed financial years (Should be more than Rs.50 lakhs)		
2.	Profit and loss statement for last three completed financial years		
3.	Banker's current solvency certificate/report		
4.	Chartered Accountant's current certificate on financial status of vendor and for value of limit of registration		
l	Status of ownership of the manufacturing premises and documents alongwith Electricity		

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	registration/current bill. Owner's /Proprietor's information in case not a manufacturing unit.		
	m. Technical competence		
	1. Details of installed Machinery and Plant: its capacity and capability		
	2. Testing facilities, its certification and calibration		
	3. Technical Manpower (qualification and experience		
	4. Administrative setup		
	5. Production in last completed financial year and current year		
	6. Performance during last three years (Railways, other Government department/PSUs		
	n Approval from any agencies		
	o Declaration to compliance with laws: Pollution laws, employment laws, Electricity laws, Water laws, Labour Laws, Intellectual Property Law		
	p Quality control		
	1. Quality control processes in place, including quality control of incoming raw material, manufacturing control process, record keeping of quality control		
	2. Quality certification, if any ISO,		

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	BIS, US/FDA etc.		
	q	Whether the vendor has been banned/suspended from business dealings in past five years (five years prior to the date of application.	
	r	Whether the vendor has been convicted of any criminal or civil offence in five years prior to the date of filing application.	
	s	Whether the vendor is a judgment debtor in any case.	
	t	Whether there is any legal proceeding (criminal/civil) pending against the vendor in any court of law.	
	u	Whether there is any recovery pending against the vendor on any Railway unit.	
5	Declaration		
	(i)	I shall abide by all the applicable law, including law relating intellectual property rights. I absolve Railways of any damages/penalty/liability in case of my failure to comply with all legal requirements	
	(ii)	I shall not be part of cartel neither shall misuse any dominant positions. I shall not participate in any action having adverse impact on competition in procurement of any goods or services by Indian Railway	
	(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.	
	(v)	I agree that in case of any default in performance of contract with any of the Railway units, my 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.	

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	(vi)	I understand that as registered vendor I shall be eligible for certain benefits in public procurement system of Indian Railways. I 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 with any right, whatsoever, to claim any benefits over unregistered vendors.	
	(vii)	If any of the information provided by me is found to be untrue or misleading my application shall be rejected besides other legal actions against me.	
	viii)	We hereby declare that samples will be provided for scrutiny on demand.	

VENDOR SIGNATURE:

Name of the Authorized official:

Name of the firm:

Designation/capacity in the firm:

Email id:

Mobile number:

Address: