

दक्षिण रेलवे/SOUTHERN RAILWAY

Form No.

Issued to Messers

Cash Receipt No.

Price Rs.

(Not refundable)

NSIC Registration No.

Date

Form of Application for use by prospective supplier in India for Enlistment as approved Suppliers to Southern Railway.

Note.—Complete and specific answers to questions must be given otherwise the application is liable to be rejected.

1. (a) Name of Firm :
  - (b) Telegraphic Address :
  - (c) Address of Head Office :
  - (d) Telephone No. :
  - (e) Address of Branches :
  - (i) :
  - (ii) :
2. Item or items of stores giving reference to section and Serial No. of the attached list, which enlistment is desired. :
3. Are you a manufacturer/authorised distributor/ authorised stockist/or a dealer. :
4. (a) Is your firm incorporated under the companies law, or any other law of India ? :
  - (b) who are the partners/proprietors/ directors. Please give their names and address (s). :
  - (c) Is your firm registered under the Indian Partnership Act. 1932 ? :
  - (d) Is your factory registered under the Indian Factories Act. 1948 ? :
5. Does your firm comes under the scope of the industries (development and regulation) Act. 1951 and if so, the number and date of registration, or license held under the Act. :

6. If the firm is registered under the Indian Companies Act 1913/Companies Act-I of 1956. State.
- (a) The name, in which it is registered.
- (b) The registrar, with whom it is registered and his place.
- (c) The date of registration and the number of registration certificate.
- (d) Subscribed capital
7. If the firm is registered under the Indian Partnership Act 1932, or any other act requiring the registration of firms/partnership.
- (a) The name and/or style, in which it is registered.
- (b) The place of registrar of firms, with whom registered.
- (c) The date of such registration number and the date of registration certificate.
- (d) The name and addresses of all the partners and the extent of their shares.
- (e) Whether under the partnership deed, any one firm in all contractual obligations including power separate power of Attorney exists infavour or a particular partner to perform such functions. In the later case a copy duly attested by a Notary Public should be submitted.
8. In any other case, the name(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 a joint Hindu family firm, give this information regarding all persons who have any interest in the business).
9. (a) The Income Tax Circle/Ward/District in which the concern and each of its proprietor(s)/ partners is/are assessed income tax to income law and the GIR of each.
- (b) Do you pay income tax if so Income Tax Clearance Certificate to be enclosed.
- (c) Sales Tax Registration No.
- (d) Central Sales Tax Registration No.

10. If you are a manufacture/fabricator please :  
furnish the following details

- (a) (i) Name of the firm :
  - (ii) Whether Proprietorship or Private Limited or Public Limited Company. :
  - (iii) Name and address of the Partners/ Directors. :
  - (iv) Name Board and size of the Board :
  - (v) Location of Office (if any landmark available, to be mentioned). :
  - (vi) Location of Factory :
  - (vii) Working hours :
  - (viii) Registration No. under company Law :
- (b) Brief description of the factory :
- (i) Area :
  - (ii) Covered Area :
  - (iii) Accommodation :
  - (iv) Departments into which it is divided :
  - (v) Laboratory facilities :
  - (vi) Number of qualified Engineers employed. :
  - (vii) Designation of head of Production and his qualification :
  - (viii) Designation of head of quality assurance and his qualification. :
- (c) Whether the firm come under the scope of industries (development and regulation Act 1951 and if so, the number and date of registration of license held under the Act. :
- (d) Is the factory registered under factories Act ? (furnish documentary evidence). :
- (e) Is the factory registered with (State) Director of Industries, NSIC, etc., (mention group of item for which firm has registered with NSIC with production capacity and monetary limit). :

(f) Date on which production was actually :  
started in the case of new Industries.

(g) Layout— :

(This should cover administrative Office) :

(i) Details Factory layout details such as :  
machinery—area, Inspection Room,  
Design Section, Laboratory, etc.

(ii) details of area :

(iii) covered area :

(iv) open area :

(h) Details of material Handling Equipment etc :

(i) OHT Crane :

(ii) Gantry Crane No. and Capacity :

(iii) Mobile Crane No. and Capacity :

(i) Whether the process of manufacture in the :  
factory is carried out with the aid of power, or  
without it.

(j) List out complete list of machines and their :  
Type, Description, Model year of  
manufacturing, Year of procurement and  
installation.

(k) Details of stores or class of stores, which :  
the factory, as equipped, is capable of  
production (Specifying each item separately).

(l) Details of arrangement for quality control :  
of production such as laboratory etc., (list of  
complete equipments in the laboratory).

(m) 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 the manufacture/  
fabrication of the stores, for which registration  
has been applied for

(i) whether the muster roll of the staff :  
working in the factory is in the name of  
the lessee.

(ii) whether the lessee is in complete :  
possession of the men and machinery  
in the factory.



(n) Organisation Chart :

- (1) This will cover the organisation details with the chart of hierarchy from top to bottom. Functions of each department/section may also be spelt out such as design department, manufacturing division quality control design, marketing division, accounts and Administrative departments, etc.

11. (a) Details to be furnished only by the authorised distributors/sold selling agents/stockist. :

- (i) Name of the firm :
- (ii) Whether Proprietorship or Private Limited or Public Limited Company. :
- (iii) Name and address of the Partners/ Directors. :
- (iv) Name Board and size of the Board :
- (v) Location(if any landmark available, to be mentioned). :
- (vi) Working hours :
- (vii) Registration No. under company Law :
- (viii) In case of Godown/firm run on lease or other basis, you should furnish the valid legal agreement. :
- (ix) Whether the muster roll of the staff working in the Godown/firm is in the name of the lessee. :
- (x) Whether the lessee is in complete possession of the men and machinery in the factory. :

(b) List of recognised Brand/Stores for which firm has authorised dealer/stockists certified from principal. :

- (i) Approximate value of your stocks and approximate value of annual sales. :
- (ii) Address of your Shop/Shops :
- (iii) Address of your Godown whether your stock can be inspected. :
- (iv) Stock on hand :
- (v) Storing capacity, i.e., Godown, etc. with address and area. :
- (vi) What are the arrangements available to ensure that supply from the agents is genuine and how far the manufacture ensure the same. :

12. If you are a Accredited agents for manufacture :
- (i) Name and address of manufacturer :
  - (ii) Articles, for which you have agencies :
  - (iii) Stocks carried by you :
  - (iv) The annual commission the firm have :  
earned through this agency.
  - (v) In cases where the principals/  
manufacturer are in the city of this  
company/industry please furnish their  
financial soundness and the capability/  
capacity to manufacture and meet our  
requirements.
  - (vi) What are the arrangements to ensure that :  
the complaints of the supplies received  
by the railway from the agents are  
attended to by manufacturer.
13. Classes of articles imported by the firm :
14. Classes of imported articles normally stocked :  
by the firm.
15. 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.
16. Recognised Cottage Industries and Small Scale :  
Industries Unit should submit a certificate from  
Regional Director of the unit of their Region.
17. Are you on the approved list of Director General :  
of supplies and if so, give details of items for  
which enlisted and registration Number and  
date.
18. If you were on the approved list of any other :  
Railway, give registration No. and items for  
which registered.
19. Financial Status :
- (i) Give Complete Address of your Bankers :
  - (ii) Account No.
  - (iii) Statement of Account for two months to be :  
submitted.
  - (iv) Balance sheet of last 3 annual years to be :  
checked up and following details to be  
furnished.

	Total Sales	Gross Profit	Net Profit
Year 1			
Year 2			
Year 3			

20. Staff strength

Technical

- (i) Engineers,
- (ii) Supervisors
- (iii) Labourers

Non-technical

- (i) Managers
- (ii) Supervisors
- (iii) Clerical Staff, Peons, etc.

21. Infrastructure facilities :

- (i) List of plant and machineries (Full list to be :  
given with the name of machinery, type,  
make model No. Year of Manufacture of the  
machine).
- (ii) Telephone connection with number :
- (iii) Fax number :
- (iv) Internet number :
- (v) Telegraphic address :
- (vi) Transport fleet :
- (vii) Computers :
- (viii) Details of quality control system in the :  
factory.
- (ix) Details of equipments in testing laboratory :
- (x) Number of people in testing laboratory :
- (xi) Designation and qualification of head of :  
quality control.
- (xii) Setup of after sales service :
- (xiii) Setup of warranty service :

22. Do you have an ISO 9000 Certificate or :  
equivalent

23. Performed Status :

(a) Details of orders receive and executed to  
the Southern Railway and other  
Railways. Details to be furnished in the  
following format. (List of all Post) :—

- (i) Sl. No. :
- (ii) PO. No. & Date :
- (iii) Description :
- (iv) Quantity :
- (v) Value :
- (vi) Status, i. e, complied or not complied :

(b) Details of orders receive and executed to  
other Central Governments and Public Sector  
undertaking details to be furnished in the  
following format.

- (i) Sl. No. :
- (ii) PO No. & Date :
- (iii) Description :
- (iv) Quantity :
- (v) Value :
- (vi) Status, i. e, complied or not complied :

(c) Details of orders receive and executed to  
other private firms. Details to be furnished in  
the following format :—

- (i) Sl. No. :
- (ii) PO No. & Date :
- (iii) Description :
- (iv) Quantity :
- (v) Value :
- (vi) Status, i. e, complied or not complied :

(d) Details of few cases were they have  
fabricated manufactured stores and supplied  
as per drawings.

(e) Organisation for after sale and warranty  
service.



24. Whether you have any sister/allied concerns ? :  
(say 'yes' or 'no')

(a) If, yes, give details of sister/allied concerns :

(i) Name and address of sister/allied concern :

1.

2.

3.

(ii) Names of Directors/partners of sister/allied concern and extent of interests/shares held by each.

I/We

.....do hereby declare that 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.

Shri.....who has signed this application and of other person, who in future may be appointed by me/us in his need 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 condition governing Railway contract, as amended from time-to-time and would abide by these conditions in all respect ;

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

Signature of Partners,  
Proprietors or Managers, etc.

Signature, Designation  
of person signing this  
application(from Proprietor,  
Partner, Manager, etc..)

Place:

Date :

## " INSTRUCTIONS" FOR FILLING UP THE APPLICATION FORM AND SUPPLYING OF OTHER PARTICULARS REQUIRED FOR REGISTRATION

**1. Grouping of stores.**—Stores are grouped in different sections alphabetically as in the list attached. Separate list of contractors are being maintained for each item 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 section and serial number of the item of the attached list.

**2. Security Deposits.**— Firms, desiring to be enlisted for the supply of stores to this Railway, must complete the application form attached. This is however, necessary for the items, for which they are not particularly registered at 10 per cent of the value of an order in cash, subject to a maximum of Rs. 10 lakhs for contracts valuing up to 10 crores and 20 lakhs for contracts valuing more than 10 crores.

**3. Monthly Bulletin of Stores.**—Offers are invited for the supply of stores by advertisement either publically, or in the Railway Stores Monthly Bulletin. The latter is sent to all the approved suppliers, who pay the annual subscription of Rs. 1,391 per year only in case for it (not refundable). As most of this Railway's requirements are published/in the Monthly Bulletin, it is in the interest of the suppliers to subscribe for the Bulletin.

(a) Please note that this registration is subject to your having studied the Indian Railway Standard Conditions of Contract, as amended from time-to-time governing the Contract placed by this Administration and that you will abide by this in all respects.

(b) Please note that the registration is initially for a period on experimental basis from the dated of issue of this letter for their continuation of the same shall be subject to your performance during this period. It will be your responsibility to submit the current Income-Tax Clearance Certificate and to apply for renewal of Registration well in advance of the date of expiry of the above period.

(c) Registration on the Approved List dose not guarantee the grant of contracts.

(d) All subsequent changes in the consitution of working of the firm and change of firm's address if any, should be promptly communicated to the undersigned.

(e) The firm should not quote for any other items the trade groups they are originally allotted.

(f) List of Annual Reports, Profit and Lose accounts and Balance Sheet should be forwarded to this office every years.

**4. Right to refuse registration and removal from Approved List.**—Chief Engineer, Track Machines reserved 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 the 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 form, should invariably be affixed thereon while submitting the application form.

### **7. Signing of the application form.**—

(a) **Proprietorship Form.**—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 of the Directors or Managing Director of the firm.

The application may be signed a person other than these mentioned above, only when such a person holds 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 a copy should also be forwarded along with the application.



**8. Ownership Documents.**—All forms should produce 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 Stockists, rent receipts for their Godowns together with proof of ownership of the stocks, with the copies of the documents should be furnished.

Alternatively, an 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 a nature of the Income-Tax Officer concerned, should invariably accompany the application.

In the case of partnership firms the current Income-Tax Clearance Certificate in respect of cash 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.

Firms should renew their Income-Tax Clearance Certificate as and when they expire.

**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 partnership concern, a copy of the entry in form 'A' from the Registrar of Firms concerned should accompany the application. In addition to this, 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.

**11. Registration of Branches**—In case, where the firms desire registration of their Branches, in addition 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 Office will be responsible for the commitment of their Branch Managers and for the satisfactory execution of the contracts placed on them.

## DETAILS OF DOCUMENTS TO ACCOMPANY THE APPLICATION FOR ENLISTMENT

Please furnish the following documents/particulars.

1. Photo copies of your State Sales Tax and Central Sales Tax certificates to be enclosed with attestation.
2. Latest original rent receipt revenue stamp affixed, copies of rent deed, Lease deed or municipal tax receipt duly attested by a Gazetted Officer, for your Office/Godown/Factory.
3. Original Receipt for Rs. 50/- issued by our Chief Cashier, Park Town, Chennai-600 003 towards Registration fees.
4. Original of affidavit made on a stamp paper Rs. 20 and attested by a First Class Magistrate or a Notary Public Declaring the value of stock owned by you.
5. Copies of current/valid Agency agreements with your principals.
6. Copy of your valid and current income tax clearance certificate showing the name of the firm along with name of proprietor/partner/directors and assesment particulars for the preceding five financial years.
7. Copies of certificates from the registrar of firms for partnership firm, under the Indian partnership Act 1932.
  - (i) Certificate of acknowledgement of registration, Form 'C' under Rule 9(a) Sec. 58(i).
  - (ii) Entry of names of partners in Form 'A' under Rule 5 sec. 59.
8. Photo copy of the partnership deed copies to be submitted duly attested by a Gazetted Officer.
9. Photo copy of Small Scale Industry certificate.

10. Photo copy of the National Small Industries Corporation Ltd. certificates showing details of items registered and validity.
11. Copy of Memorandum and Articles of Association along with copy of certificate of registration from the registrar of companies.
12. Copies of certificates of registration with your Home Railway, Other Railways DGS & D/New Delhi and other Government Department. Please submit copies revalidation certificates also wherever original validity has expired.
13. Statement of your performance, details of orders obtained and executed by you. With details of party, Order No. date, description, quantity, and value and date of supply, purchase order copies to be submitted.
14. Copies of current/valid lease deed with your principals for dealer ship.
15. Area and brief description of your Godown.
16. Full postal Address of your bankers, including Pin Code No.
17. Trade profit and Loss account and balance sheet for the three preceding financial years duly audited and certified by a Chartered Account.
18. Statement of result of operation and financial position for the three preceding financial years. this is required in addition to P & L Account and Balance Sheet.
19. Four Digit Trade Groups, please note that you will be considered for a maximum of five or six Groups only.
20. List of sitting partners/directors.
21. Nature of trade : whether Manufacturers/Agents/Stockists.
22. Original of affidavit made on a stamp paper Rs. 20 and attested by a First Class Magistrate or a Notary Public Declaring the value of stock.
23. Power of Attorney in favour of one person of the firm whom is authorised to deal with in this Railway, duly made on a stamp paper in the firm of Affidavit declared by all the partners/Directors and attested by a First Class magistrate or a Notary Public original only is to be submitted if the existing original only is to be submitted if the existing original cannot be submitted you may prepare a fresh Affidavit and submit its original.
24. The application form is returned herewith for re-submission as follow.
25. Original of Affidavit made on a stamp paper Rs. 20 sworn in First Class Magistrate or a Notary Public to the effect that the firm/Company was not banned, suspended by the Government and that the proprietor partners/Directors of the firm/Company are not/were not the proprietor/Partners/Directors of any other firm/company with whom Government has banned/suspended business dealings. This would be made on behalf of all partners/directors.
26. Original of affidavit on stamp paper Rs. 20 attested by Notary Public declaring neither the proprietor/Partners/Directors or their wives/Husbands or any of their Family Members are already figuring as proprietors/Partners/Directors in any other firm/Company already registered with Southern Railway, if your statement is in the affirmative, please furnish the details of registration.



**CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH  
VENDOR REGISTRATION APPLICATION**

**MANUFACTURERS/DEALERS**

1. Original receipt for Rs.20/- towards cost of application from dealership or Non- NSIC firms.
2. Original receipt for Rs.50/- towards registration fee to be submitted along with filled application to this office. Cash can be sent thro' M.O. Addressed to **The Controller of Stores, Southern Railway, Ayanavaram, Chennai 600 023.**
3. Copy of Class 3 Digital Signature Certificate; and also a copy of IREPS regd. Home page.
4. Photocopies of the: State Sales Tax and Central Sales Tax Certificate.
5. Latest original Rent Receipt, Revenue Stamp affixed copies of Rent Deed, Lease Deed or Municipal Tax Receipt duly attested by a Notary public of Godown/Factory.
6. Copies of agency agreements with your principals. (FOR DEALERSHIP FIRM'S ONLY). Dealership Traders should also enclose copies of electricity bill, Telephone bills and Sales Tax paid in the last three months.
7. Photo copy of valid Small Scale Industries Certificate.
8. Photocopy of the valid National Small Industries Corporation Ltd. Certificate showing details of items registered and validity duly attested by Notary public. (MANDATORY FOR MANUFACTURERS).
9. Four digits Trade Group Nos required. Firm will be considered for a maximum of five or six groups. (only six groups to be selected matching with NSIC registered trade group).
10. Photo copy of the Partnership Deed duly attested by a Notary public. (FOR PARTNERSHIP FIRM ONLY).
11. Copy of Memorandum & Articles of Association along with copy of Certificate of Registration from the Registrar of companies duly attested by Notary public. (FOR PRIVATE LIMITED/LIMITED FIRMS & LARGE SCALE INDUSTRIES ONLY).
12. Copies of Certificate of Registration with your Home Railway. Please submit copies of re-valuation certificates also wherever original has expired.
13. Statement of firm's performance details of orders obtained and executed by you, with details of party, order No. date, description quantity and value and date of supply.

(P.T.O)

14. Copies of Income Tax filed acknowledgements for the last THREE YEARS attested by Notary public.

15. Valid attested Copies of dealership certificate from principals' dealership and copies of invoice as documentary proof for purchase of materials from your principals and copies of ISO 9000 Certificate of principals. (FOR DEALERS/TRADERS ONLY)

16. List of Directors.

17. Area and brief description of firm's factory/office.

18. Full postal address of your bankers, including PIN Code No. & A/c No.

19. Trade Profit and Loss Account and Balance Sheet for the three preceding financial years duly audited and certified by a Chartered Accountant and attested by Notary public.

20. Statement of result of operation and financial position for the three-preceding financial years. This is required in addition to P & L Account and Balance sheet.

21. Separate Original Power of Attorney/Affidavit from ownership firms made on a Rs.100/- stamp paper in favour of one person of the firm who is authorized to deal with this Railway in the form of Affidavit declared by a First Class Magistrate or a Notary Public is to be submitted.

22. Separate Original of affidavit made on a Rs.20/- stamp paper attested by First Class Magistrate or a Notary Public to the effect that the firm/company was not banned, suspended by the Government and that the proprietor/ partners/Directors of the Firm/ Company and not/were not the proprietor/partner/director of any other Firm/Company with whom the Gov. has banned suspended business dealings. This should be made on behalf of all Partners/Directors.

23. Separate Original of affidavit on a Rs.20/- stamp paper attested by Notary Public declaring whether the Proprietors/ Partners/Directors or their wives/husbands or any other family members are already figuring as Proprietors/Partners/Directors in any other Firm /company already registered with Southern Railway.

24. Separate Original of affidavit on a Rs.20/-stamp paper that they will not be a part of Cartel with other vendors and will be quoting competitive rates in the tenders.

25. Separate Original of affidavit made on Rs.20/- stamp paper and attested by a First Class Magistrate or Notary Public declaring the value of stock owned by you

26. Separate Original of affidavit made on Rs.20/- stamp paper and attested by First Class Magistrate or a Notary public listing and declaring the machineries owned by you.

**Note:1. All photocopy enclosures should be attested by the Notary Public.**

**2. All six Affidavits mentioned above should be enclosed along with Vendor Registration Application in original. (Xerox copy will not be entertained).**