

APPLICATION FORM for REGISTRATION OF VENDORS IN SER

[Applicants are requested to read the Policy circular for vendor registration and Trade Group List carefully before filing application for registration. The same are available in IREPS website. Go to www.ireps.gov.in→public documents→Goods & Services→Indian Railway→South Eastern Railway→Stores department→Public→Live. The application form shall be downloaded from IREPS website and is to be filled up and signed by the authorised signatory/signatories on all pages. The application form complete in all respect and with all requisite documents shall be submitted manually at the office of PCMM/SER at 11, Garden Reach Road, Kolkata-700 043]

I	Registration of vendors for supply of goods shall be done for specific trade group .	
II	The application shall clearly state the trade group for which the vendor desires to register. List of trade groups shall be a standrad list for all Railway Units.	
III	Each vendor shall apply for registration furnishing particulars regarding:	
	i) Name of Trade Group/Groups for which applied for	
	ii) Name of vendor:	
	iii) Contact Details:	
	iv))Address of registered office and contact details.	
	v)Address of Manufacturing premises and contact details.	
	vi))Address of branch office and details, if any	
IV	Legal status of vendor(with documentary proof) apart from details of registration with appropriate authorities like Directorate of Industries and taxation registration details like PAN/TAN and GST registration details should be provided.	
	1)Sole proprietary : Vendor shall submit	
	a)PAN Card	
	b)GST registration (if registered)	
	c)Full details of other Undertakings owned/controlled by the proprietor(s) or where the proprietor has financial interests	
	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 cre-ate 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 ofr 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 Association)/AOA (Articles of Association) of the company.	
	b)Copy of Certificate of registration with Register of Companies.	
	c) Copy of Authorization / Power of Attorney issued by the Company (backed by the resolution of Board of Directors) in favour of the individual to sign on behalf of the company and create liability against the company.	
	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 Number (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 subsidiar- ies of the applicant company- name and full particulars h)In which other undertakings (Company/ partnership/LLP/proprietary, etc.) the Directors have fin-ancial interest or are represented on the Board(s) of these other companies with name and address.	
	h)In which other undertakings (Company/ partnership/LLP/proprietary,etc.) the Directors have fin-ancial interest or are represented on the Board(s) of these other companies with name and address.	
	i) Stores manufactured/handled with details of specifi-cation to which these are manufactured/stocked by you as well as by your subsidiaries/sister concerns men-tioned 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 of Incorporation.	
	d) 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.	
	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 undertakings, if any, in Indian which are subsidiaries of the parent 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.	
V	In case the vendor is an MSE, whether it is an MSE owned by SC/ST or women or otherwise Document thereof	
VI	Financial Status:	
	1) Audited Balance sheet, Turnover in last three completed financial years	
	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 limit of registration.	
	Technical competence: 5)Status of ownership of the manufacturing premises and documents alongwith Electricity registration/current bill. Owner's/Proprietor's information in case not a manufacturing unit	
VII	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 set up.	
	5. Production in last completed financial year and current year.	

	6. Performance during last three years (railways, other government departments/PSUs).	
	h) Approval from any authorized agency, e.g. RDSO/CORE/PU etc.	
	i) Declaration to compliance with laws: Pollution laws, Employment laws, Electricity laws, water laws, Labour Laws, Intellectual Property laws, etc.	
VIII	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 , e.g. ISO , any field specific certifications, etc.	
IX	Other Information	
	1) Whether the vendor has been banned/suspended from business dealings in past five years (five years prior to the date of filling the application) by any government department/unit.	
	2) Whether the vendor has been convicted of any criminal or civil offence in five years prior to the date of filling application.	
	3) Whether the vendor is a judgement debtor in any case	
	4) Whether there is any recovery pending against the vendor on any Railway unit.	

DECLARATION :

- i. I shall abide by all the applicable laws, 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 my dominant position. I shall not participate in any action having adverse impact on competition in procurement of any goods or services by Indian Railways.
- 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.
- 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 damages Railways may claim for default and/or non-fulfilment of the contact.

vi. I understand that as a 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 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.

Signature of Partners/Proprietors/Manager/Director.

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

Place -----

Signature -----

Date. -----

Designation of person signing this application form.

(Partners /Proprietors/Manager/Director)

Enclosed Documents: -----

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