

**“Q” / Registration form**

.....Issued to M/s.....

Receipt No.....Dated.....

**SOUTH EASTERN RAILWAY.**

Address :           **Controller of Stores,  
5<sup>th</sup>. Floor, NAB, S.E.Railway,  
Garden Reach, Kolkata – 700 043.**

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 and address of Firm / Company, whether Private / Public / Government / Non – Government. Telephone No. : Fax No. : Address of Branches :	
1(a/i)	Proprietor (s) Name & Address :	
(a/ii)	Full details of other undertakings owned / controlled by the Proprietor (s) :	
1(b/i)	Partner (s) Name, Address and percentage of shares hold	
(b/ii)	Connection between the undertaking & other (s) if any e.g. partners are common or have share (percentage) if 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.	
1( 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's name & full particulars :	
v)	In which other companies the Directors have financial interest are represented on the Board(s) of these other 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 details of specification to which those 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 Vendor Trade Groups in 4 (four) digits for which Enlistment is desired.  NB : Trade groups should be clearly indicated against each item mentioned in the NSIC certificate, otherwise matter will be referred back to you.	
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 Name 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 & Registration) Act, 1948 and if same, the No. and date of Registration of License here under the Act.	
5.	If the Firm is registered under the Indian Companies Act, 1956 or Companies Act I of 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 No. of Registration Certificate.	
d)	Subscribed Capital :	
6.	If the firm is registered under the Indian Partnership Act, 1932 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 where the firm is Registered.	
c)	The date of such registration and the No. 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 authorised to sign and bind the firm in all contractual obligation including power to refer cases for arbitration, if not, Whether exits 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 concern and each of its proprietor(s) partner(s) is / are assessed Income Tax and the G.I.R. No. of each.	
9.	If you are a manufacturer.	
a)	Location of Manufacturing Works / Factory / Factories owned by you (Documentary Evidence of ownership 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 Regulations ) Act, 1951 and if so, the No. and date of registration of license held under the Act.	
d)	Details of Plant & 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 of original test certificate should be submitted in triplicate.	
i)	( In case you do not own the factory but utilise 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 is being utilised has been at your disposal for the stores for which Registration has been applied for).	
10.	If you are accredited Agents of any Manufacturers give :	
a)	Name and Address of Manufacturers :	
b)	Articles for which you have Agencies :	
c)	Stocks carried by you :	
11.	If you are stockists :	
a)	Items stocked :	
b)	Approx. Value of your stocks and approx. value of annual Sales :	
c)	Address of your shop or shops where stocks can be inspected :	
12.	Class of articles imported by the firm :	
13.	Classes of imported articles normally stocked by the firm :	

14.	State particulars with value ( approx. ) and date of contract of considerable magnitude executed in the past twelve months by your firm for the Industries and supplies Deptt. Railway or Local body.	
15.	Recognised 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 them for which enlisted and Registration No. and date. :	
17.	If you were on the approved list of any other Railway give Registration No. and date and items for which registered (copy to be enclosed).	
18.	Who are your Bankers ? NB. : Bankers' certificate to be submitted.	
19.	Further remarks, if any :	
20.	Do you pay Income Tax ? If so, Income Tax Clearance Certificate as per form enclosed to 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 also that we shall be bound by the acts or my / our duty 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 conditions governing Railway contractor as amended from the time to time and work abide by these conditions in all respects.

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**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.

( Proprietors / Partner / Manager . etc.)

## SOUTH EASTERN 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 list 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. Trade Group Book will be available on production of a cash receipt of Rs. 100/- (Rs. One hundred) only granted by the Chief Cashier, S.E.Rly., Garden Reach, Kolkata – 43.
2.	SECURITY DEPOSIT :	Firms desiring to be enlisted for the supply of Stores to this Railway must complete the Application Form attached. No Security Deposit is required to be taken from contractors for item for which they are registered with this Railway.
3.	RIGHT TO REFUSE REGISTRATION AND REMOVAL FROM APPROVED LIST :	The Controller of Stores reserves the right to decline to register any firm or to remove the name of any firm either for specific period or permanently from the approved list without assigning any reason and his decision shall be final.
4.	IRS CONDITION OF CONTRACT :	Firm will have to abide by the IRS Conditions of Contract and rules and regulations issued by the Controller of Stores from time to time in regard to the purchase of Stores.
5.	REGISTRATION FEE:	Firm other than NSIC have to deposit Rs.1000/- (Rs. One thousand only) as registration fees after receiving this office letter duly approved by competent authority.
6.	SIGNING 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 authorising 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.



7.	OWNERSHIP ALONGWITH TRADE LICENSE / FACTORY LICENSE :	<p>All firms should produce documentary evidence for ownership of their Godowns and Factories and Machineries installed therein ( Affidavit attested ).</p> <p>(a) In case of manufacturing firm original rent receipts and Cash Vouchers etc. together with a copies thereof for the Plant &amp; Machineries installed in the factory should be forwarded.</p> <p>(b) In case of stockists, rent receipts 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 buildings etc. are owned by the applicant firm may be forwarded.</p>
8.	STCC :	Current STCC bearing the Seal, Date and Signature of the Sales Tax Officer concerned, should invariably accompany the application.
9.	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 a partnership concerned, a copy of the entry in form 'A' from the Registrar 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 concerned, should be submitted duly attested.
10		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 and list of technical staff.
11	REGISTRATION OF BRANCH OFFICE :	In case where the firm 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 firms 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.
12	INSTRUCTION REGARDING DIGITAL SIGNATURE:	Vendors are advised to obtain digital signature certificate from approved authorities as per Indian IT Act 2000 failing which the request for registration/ renewal may be ignored.

13	ANNUAL REPORT / BALANCE SHEETS / PROFIT & LOSS ACCOUNT STATEMENT :	One copy of each of the following should be furnished :  i) Last Annual Report. ii) Profit & Loss Account and Balance Sheet for the last three years. iii) A statement showing the results of operation and financial position of the firm during the preceding three years in the proforma given below :		
		Year Ending	Year Ending	Year Ending
1.	Sales.			
2.	Gross Profit.			
3.	Depreciation.			
4.	Pretax.			
5.	Taxation.			
6.	Net after Tax.			
7.	Percentage of Net Profit on.			
8.	Dividend declared.			
9.	Net Block.			
10	Capital Employed.			
11	Reserved.			
12	Percentage of Profit on Capital Employed.			

Signature