

 Hindustan Shipyard Ltd., (A GOVT. OF INDIA UNDERTAKING) AN ISO-9001 COMPANY GANDHIGRAM VISAKHAPATNAM-530 005, INDIA	Tele: (+91 - 891) - 9492892214 Telefax: (+91-891) 2577502, 2577356. E-mail: purchase@hslvizag.com Web: www.hsl.nic.in
	Regd. Office: 209,209A,Vikram Tower, 16, Rajendra Place, New Delhi-110008

TO BE NEATLY TYPED : SL No.: APPLICATION FORM

FOR ENLISTMENT IN THE LIST OF APPROVED SUPPLIERS

(To be filled in by Purchase Department of Hindustan Shipyard Limited, Visakhapatnam)			
Application No. & Date		Suppliers Code No.	
DD No. & Date		Amount	
NAME OF THE BANK			
PLACE			Initial of the officer
(To be filled in by the VENDORS / SUPPLIERS) Please indicate against each entry, page numbers of annexures			
1. a	Name of the Firm / Company / Shop		
b.	Established on		
c.	Photostat copy of the Category industrial Licence to be furnished.		
2.	Address (Cable, Phone No, Telefax, e-mail etc.)		
a.	Office : ADDRESS :	TELE :	
		FAX :	
		MOBILE :	
		e-mail:	
		Web-site:	
b.	Works / Factory ADDRESS :	TELE :	
		FAX :	
		MOBILE :	
c.	Branches (if any) ADDRESS :	TELE :	
		FAX :	
		MOBILE :	
3.	Name & Address of the Proprietor / Partners / Directors	TELE :	
		FAX :	
		MOBILE :	
4.	Authorized capital		
5.	Subscribed share capital		

6.	Bank reference Certificate certifying financial soundness of your firm.	
7.	Income Tax particulars, copy of latest Income Tax Clearance Certificate	ENCLOSED / NOT ENCLOSED
8.	Sales Tax Registration Number (Copies to be furnished)	
a.	Central	
b.	State :	
9.	Annual Production / Turnover (Balance Sheet) (in Rupees) duly certified by your Auditors is to be furnished.	
10.a	Category under which Registration is sought – (strike out what is not applicable)	<ol style="list-style-type: none"> 1. MANUFACTURER. 2. MANUFACTURER & SUPPLIER 3. AUTHORISED DISTRIBUTOR 4. AGENT 5. WHOLESALERS 6. RETAILER
10.b	Class of Items for which Registration is sought	<ol style="list-style-type: none"> 1. Ship Construction – Machinery Equipments & Piping Materials 2. Ship Construction – Electrical Equipments and Materials 3. Ship Construction – Outfit Items & Accommodation Materials 4. Capital Items 5. Standard Stock Items
11.	Are you registered with any of the following if so, please quote Regn. No. & Copies are to be enclosed.	
a.	D.G.S & D	
b.	Public Sector Undertaking	
c.	State Government	
d.	Central Government	
12.	Are you holding any rate contract(s) with DGS&D, if so, please furnish 5 copies of the said Rate Contract(s)	ENCLOSED / NOT ENCLOSED
12.1	Are you willing to supply Standard Stock Items on Annual Rate Contract basis –	YES / NO
13.	Were you at any time black listed	
by:	a. Government of India	
	b. State / Government of India c.	
	Public Sector Undertakings	
14.	Small Scale Industries have to furnish the following additional information Whether they are registered with NSIC, New Delhi (OR) Small Scale Industries Dept., of the State in which the firm is situated.	
i.	Photostat copy of NSIC/ SSI Registration issued by the Industries Department of the State in which the firm is located or by NSIC, New Delhi (English version only).	

ii.	Investment in Plant & Machinery	Rs.
iii.	Annual Production Capacity	
iv.	No. of persons employed	
v.	Details of orders, if any executed in Hindustan Shipyard Ltd., VSP (copies to be enclosed)	
15.	Details of Important orders executed by your firm during the past 3 years with any of the following : (Copies of work orders to be enclosed).	
a.	Department of Government of India	
b.	State Government	
c.	Public Undertakings	
16.a	Were you already enlisted in the list of our approved suppliers (Quote Registration No. & Date – enclose copy of Certificate).	
b.	Are you a New entrant	
17.	In case you are already in the list of our Approved suppliers, furnish details of the important orders executed by you during past 3 years.	
18.	During past 12 months, were you subjected to penalties for delayed deliveries.	
19.	Particulars of orders cancelled due to lapse on your part.	
20.A	(To be filled by Manufacturers only):.	
i)	Materials / Stores / Machinery equipments for which you intend registering your firm with us.	
ii)	Technical Collaboration if any, either with Indian or Foreign – Details to be furnished.	
ii)	Wholesale dealers / agents should furnish the names and addressed of their Principals and also currently valid original certificate of Authorisation from Principals.	
iii)	Agents of Overseas Manufacturers / Firms, in addition, should furnish relevant licenses / Govt. Authorisation as applicable.	
21.	Whether any pamphlets / booklets / technical literature enclosed if so, indicate total number of enclosures and other particulars.	
22.	Particulars of Digital Signature Certificate held by your firm	

I am the Managing Director / A Director / person Authorised to sign on behalf of the said Company / Firm / Shop. I do hereby declare that the information furnished in the application is true and correct to the best of my knowledge. We are hereby also undertaking to register for e-procurement as and when advised by HSL and comply with the requirements therefor.

Place :

Date :

SIGNATURE OF THE APPLICANT
(Affix Seal / Rubber Stamp)

IMPORTANT NOTES:

- * Incomplete applications and without the prescribed fees or not complying with instructions are liable for rejection and no further correspondence on the subject will be entertained.
- * Authorised Agents / Dealers cannot represent more than one Principal for the same product / equipment or its substitutes.
- * Separate application is to be submitted for Principals to be registered with HSL.
- * The DGM(P&M) reserves the right to reject any application for Registration without assigning any reasons whatsoever.
- * The DGM(P&M) reserves the right to issue enquiries to parties other than those who are in our list of Approved Suppliers.
- * If space is inadequate in any column, enclose separate Annexures

DOCUMENTS TO BE ENCLOSED:

1. Partnership Deed / Articles of Association / Memorandum of Association. **(Notarized)**
Certificate of Incorporation / Registration of Company / firm / Industry as applicable **(Notarized)** / Registration with NSIC / SSI **(Notarized)**
3. Authorised Vendors / Agents will have to submit proof of currently valid relationship / Authorisation of Principals. **(Original)**
4. Statement of List of items for which Registration is sought (with details of Principal manufacturers for Machinery etc., where relevant).
5. Statement of Balance Sheet for last 3 years duly certified by your Auditors. **(Notarized)**
6. Bank reference certificate from nationalized Bank certifying financial soundness of your firm. **(Original)**
7. Copies of Excise and State & Central Sales Tax Certificates **(Notarized)**
8. Copy of Latest Income Tax Clearance Certificate / PAN Number **(Notarized)**
9. Copies of Rate Contract, if any with DGSD. **(Notarized)**
10. Copies of Vendor Registration Certificates with Govt. / PSU organizations **(Notarized)**
11. Experience if any – Enclose your Client List and copies of orders **(Notarized)** executed by you during the Past Three Years together with related invoice copies**(Notarized)** to be furnished in support of your experience.
12. Registration Fees Rs.5,000/- payable by D.D. at Visakhapatnam drawn in favour of M/s.Hindustan Shipyard Limited, to be enclosed.

NOTE : **Application without the above listed documents will be summarily rejected.**