

APPLICATION FOR REGISTRATION OF VENDOR
(To be submitted by vendor)
(THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL)
PART –I: ADMINISTRATIVE INFORMATION

1. Name of the Vendor

2. (a) address of registered office (Please do not repeat the name)

PIN _____

Phone _____ e-mail ID _____

Fax _____ STD code _____

Contact person & Mob. No. _____

(b) Address of the factory :

Phone _____ e-mail ID _____

Fax _____ STD Code _____

Contact person & Mob. No. _____

(c) Address of local branch / stockists (if any)

PIN _____

Phone _____ e-mail ID _____

Fax _____ STD Code _____

Contact person & Mob. No. _____

3. Date of incorporation: _____

4. Category of industry: _____

- (a) Large scale (Attach relevant registration documents)
- (b) Medium scale
- (c) Small scale
- (d) Non of above

5. Nature of company: _____

- (a) Proprietary
- (b) Private limited
- (c) P.S.U.
- (d) Public limited or ex-serviceman unit.
- (e) Partnership.

NOTE: (i) Give name, residential address with telephone of proprietor for (a)
(ii) Give name designation, residential address of chief executive or Managing Director for (b), (c).
(iii) Addresses, name, telephone no with partnership deeds (if partnership firm) of partners in extra sheets as Annexure _____

6. Nature of business : _____

- (a) Manufacturing.
- (b) Trader.
- (c) Sole selling or authorised agent.
- (d) Dealer.
- (e) Assembler.
- (f) Processor
- (g) Repacker

7. Details of current products and services

(Attach details and literature): _____

8. Details of registration with: _____

(a) NSIC / SSI. (Attach relevant copies of registration letters)

(b) DGS&D

(c) Other Defence Dept.

(d) Other Govt. Dept.

(e) Membership of FICCI/ASSOCHAM _____

/CCI / AIMO and other Industrial Associations.

9. Have you already applied: _____

For registration to any other shipyard?

10. If yes, also give the following details:

(a) Authority to whom applied

(b) Date

(c) Item applied for

(d) Result of application with Details viz Regn. No. If Registered and reasons if not Registered

11. Have you got ISO 9001/2000 certificate : _____
(If yes give details)

12. Total area of factory / business premises

Covered

Uncovered

Bonded space available

No. of Rooms

13. Is the above said Factory:: _____

(a) Company owned.

(b) Partnership.

(c) Rental.

(d) Leased.

NOTE: Attach proof of ownership and details site plan of layout of Premises clearly depicting various areas e.g. production area, stores, bond rooms, inspection area etc. In case factory premises are rented / leased attach lease deed and recent rent receipt (within 3 months) and old one (one year or more) and give details of the owner (name, address, telephone / e-mail ID / FAX no)

14. Capital out lay :

15. Name of bankers & A/C No :

16. Address of the Bankers:

PIN _____ Phone _____

e-mail ID _____ Fax _____

STD Code _____

Contact person & mob. No. _____

17. Electric power sanctioned: _____

- a) Installed
- b) Standby (if any)

18. Does your product under: _____

Verification fall under

- (a) Cost audit. (Report) Rules 1968
- (b) Fire safety or explosive regulations.

(Give details of license / compliance)

19. Details of manpower employed
On date on firm's pay roll : _____

(a) Permanent

Category	Post held	Number	Qualification	Total	Service
Technical	Prod. Manager				
	Q.C. Manager				
	Supervisor				
	Testing staff (QC)				
	Workers (skilled)				
	Workers (unskilled)				
Admin	Purchase Manager				
	Accounts Officer				
	Office Super indent				
	Clerical				

(b) Temporary

Category	Post held	Number	Qualification	Total	Service
Technical	Prod. Manager				
	Q.C. Manager				
	Supervisor				
	Testing staff (QC)				
	Workers (skilled)				
	Workers (unskilled)				
Admin	Purchase Manager				
	Accounts Officer				
	Office Super indent				
	Clerical				
	Others				

20. Attach copies of documents for:

- (A) Audited balance sheets and profit & loss A/C for three years and total accumulated losses if any.
- (B) Present net worth of the firm.
- (C) Source of finance with borrowing limit & bank guarantee.
- (D) PAN no/ income tax returns for the last three years.
- (E) Service tax registration certificate.
- (F) Valid state, central sales tax registration certificate.
- (G) Facilities for water, fire fighting, security & medical.
- (H) Relevant information with complete details about sister concerns / subsidiaries if any.
- (j) Pollution control board certificate
- (k) Details of orders received in last 3 years for items under consideration.
- (l) Performance report for executed order, for which registration sought.
- (m) Have you faced blacklisting/ tender holidays by any PSU in last 5 years. If yes, please give details.

PART -II: TECHNICAL INFORMATION

1. Details of current products:

Sl no.	Type description	Licenced / installed	Annual production	capacity for preceding 3 years
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2. Details of foreign collaboration:

Sl No.	Product name & address	Year of collaboration (Current or not)
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3. Details of stores / equipment for which registration is sought

Sl. No.	Nomenclature of Stores / Eqpt.	Drg. No.	Related specifications
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4. (a) Details of bought out items (component / sub assy / assy / processes) from sub contractors : (attach copies of agreements, if any)

Sl No.	Main Eqpt.	Details of test	name & address of sub contractor
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(b) Details of testing / quality control done by sub-contractors (attach copies of agreements where applicable)

Sl No.	Main Test Eqpt	Detail of agreement	Name & address of sub-contractor / Lab
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5. Source of raw material :

Sl No.	Imported/ brief description indigenous	Estimated CIF value.	%FE content in final product
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6. Please give details of important facilities & infrastructure as per following format for :
- (a) Production (including heat treatment dies, jigs & fixtures etc...and also details on licenced capacity, installed capacity & licence no and date)
- (b) Unconventional, special M/c , CAD/CAM, ROBO etc...

Sl No.	Description of M/c & Model	Make & qty	Date of purchase	Apprpx purchase cost	percentage depreciation per year
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- (c) Tool room, meteorology & test equipment & facilities :

Sl No.	Types of Inst, gauges, test eqpt (*)	Make model Qty	Date of purchase	Frequency of calibration
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(*) attach relevant calibration certificate.

7. Is the firm willing to supply spares

for 7 years from date of last supply : _____

8. Furnish the following details with relevant certificates and documents :

- (a) R & D facilities available.
- (b) Inspection & quality control of raw material, components and finished products

- (c) Assistance from central agency for testing / calibration etc.
- (d) Laboratory and drawing office facility
- (e) Flow process chart of item for which registration sought.
- (f) Basis of estimated production of products for which registration is sought.

9. Principal customers :

SI No.	Name & address	SO No. & date	Date of Last supply	Products supplied	value
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10. Future plan if any in respect of expansion programme: (attach extra sheets) Installation of additional machines/test facilities etc.

Note : kindly put number or codify the extra sheets & annexure attached according to serial number and link it properly.

11. **Declaration** :

I / we hereby declare that all information / data furnished in the application form and attached annexures and other documental proofs as required for my / our enlistment with GRSE Ltd. are true and correct. If any information is found to be incorrect / false at any stage, I / we shall be liable for any action as deemed fit by GRSE Ltd. including removal / banning of My / Our firm.

WITNESS WITH ADDRESS

SIGNATURE (S) WITH SEAL OF
COMPETENT AUTHORITY OF VENDOR

Date :

Place :

**GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
43/46, GARDEN REACH ROAD, KOLKATA-700 024**

FORM FOR REVALIDATION OF REGISTRATION

IMPORTANT: The form duly filled in all respects together with all the enclosures must be submitted on or before _____ positively.

1. Name of the Organisation
(full in block letters)
2. Address including Phone Nos.,
e-mail ID & Contact Person
with Mobile Number
- *3. Type of Organisation : Manufacturer/Trader/Contractor
 - a) In case of manufacturer/Contractor : Enclose updated details of Plant & Machineries
 - b) In case of Traders : Enclose copy of valid Distributorship/ Dealership Certificate(s) from the Principal(s)
(Enclosure No.---)
- *4. Address: a) Head Office/Regd. Office :
 - b) Branch Office in Kolkata :
 - c) Works / Factory :
- *5. Fax / Telephone No. :
 - a) Head Office/Regd. Office :
 - b) Branch Office in Kolkata :
 - c) Works / Factory :
6. Do you / your Principal have obtained
ISO – 9000 certification? : Yes / No.
(If yes, enclose copy of certificate) (Enclosure No.---)

7. List of Instruments / Equipment to maintain quality (in case of manufacturer) : (Enclosure No.---)
8. Are you registered with Classification Societies including DGQA (N/WP) ? : Yes / No
(Enclosure No.---)
9. Have you faced blacklisting/banning/ Tender Holiday by any PSU in last 5 years If yes, please give details.
10. Have you received any order(s) from GRSE since 1.1.2003 (If yes, enclose order reference and description of materials) : Yes / No
(Enclosure No.---)
11. Annual turnover during the last three financial years (ending with last completed financial year) : (Rs. In Lakhs)
- a) Financial year - :
- b) Financial year - :
- c) Financial year - :
12. Total manpower in your organisation :
13. Are you registered with :
a) SSI / NSIC - : Yes / No (Reg. No-
(If yes, mention Registration No.)
14. Your S. T. / VAT Registration No. :
15. Your I. T. Permanent Account No. :
16. Brief details of product manufactured / dealt with (in case of any change made subsequent to the regn.) : (Enclosure No.---)

I certify that the informations furnished are correct to the best of my knowledge and belief.

Seal of Vendor

Signature of Proprietor/Partner/Chief Executive
Name: _____
(in capital letters)

Place :

Date:



Garden Reach Shipbuilders & Engineers Ltd.
 (A GOVERNMENT OF INDIA UNDERTAKING)
 43/46. Garden Reach Road, Kolkata – 700024

QA Dept. / VR Cell
 Fax Number: 033-2489-3426 / 2469-8150

Tel Number: 033 2469-8100-13
 Website: www.grse.nic.in

Ref:

Date:

To
 M/s.

Dear Sirs,

Sub: Allotment of Permanent Registration No-----

- Please refer to your application for Registration with M/s. Garden Reach Shipbuilders & Engineers Ltd.
- We are pleased to inform you that on the basis of documents / information furnished by you, It has been decided to register your firm as an approved supplier with effect from the date of issue of this letter for the Product Groups as indicated below.

MATERIAL GROUP	DESCRIPTION

3. You may approach us at least 90 days prior to expiry of the registration for renewal. Form for renewal of registration may be downloaded from GRSEL website www.grse.nic.in. Please note that it shall be your responsibility to obtain / initiate formalities for revalidation of the registration.

4. The Registration Number allotted to you is This number should be quoted on all future correspondence with GRSEL. Your registration is valid till

5. You may keep visiting our website www.grse.nic.in for quoting against our web tender.
6. You are required to intimate to us changes, if any, in postal address, in the constitution of working of your firm, machinery, along with supporting documents for change of address.
7. The registration is subject to review on the basis of evaluation of your performance against orders placed on you. You may kindly note that withdrawal of Supplier's name (Tender holiday) from the list of registered suppliers may be ordered by competent authority without any liability – financial / or otherwise on our part in the event of occurrence of any of the following:
 - a) If a firm fails to adhere to any / all terms and conditions of Tender enquiry.
 - b) If a firm fails to execute a contract or fails to execute it satisfactorily against the specifications / drawing.
 - c) If a firm is declared bankrupt or insolvent or its financial position has become unsound, and in case of Limited Company, it is wound up or taken into liquidation.
 - d) If a firm no longer has the technical staff or equipment considered necessary.
 - f) If the firm is at fault in supplying substandard material and fails to replace the rejected material within reasonable period.
 - g) If the firm fails to quote in response to invitation to tender on three successive occasions.
 - h) Rendering of false information or concealing factual information in the application for registration or quotation.
 - i) Tender holiday given by other Government agencies.
 - j) Any other grounds which in the opinion of competent authority; render retention undesirable in public interest.
8. The registration shall not bind Garden Reach Shipbuilders & Engineers Ltd. to give you any priority or preference in placement of purchase orders or assured business.

Thanking,

Yours faithfully,
for Garden Reach Shipbuilders & Engineers Ltd.

Additional/Deputy General Manager (QA & VR)

FORMAT FOR QUALITY RATING (TOTAL MARKS – 40)

Order details : Name of Firm:
Inspecting Authority : Item:
I / Note details :

For 100% Inspection

Qty offered for Inspection :
Qty accepted on 1st submission :
Qty accepted after rework :
Qty accepted with deviations :

For Sample Inspection

No. of Lots offered for inspection :
Lots accepted on deviations :
Lots accepted after rework / rectifications :
Total no. of lots accepted on 1st sampling :
Total no. of lots accepted on 2nd sampling :

Note:

- a) To be filled up by Inspecting authority
- b) Format to be enclosed & forwarded to Inspecting Authority along with order copies.
- c) Filled up Format to be forwarded by inspecting agency to order placing authority with copy to GRSE QA.

FORMAT FOR DELIVERY RATING (TOTAL MARKS – 40)

Order Details	Name of Supplier	Qty ordered	Qty recd	Delivery date as per contract	Actual date of receipt

Note: – To be filled up by order placing authority & to be forwarded to QA Dept. for computation of delivery rating.

Format for Experience Rating : Total Mark 20

Order No. :
 Name of Firm :
 Item :

SI No.	Factors	Marks (Total)	Authority for marking	Marks obtained
01.	Promptness in responding to various correspondence, Submission of Tenders, Attendance of Meeting etc.	2	Commercial Dept.	
02.	List of deliverables	2	- do -	
03.	Promptness in despatching stores	2	- do -	
04.	Supply of correct items as per list	2	- do -	
05.	Submission of correct despatch document	2	- do -	
06.	Submission of drawings (Stage compliance)	2	Design	
07.	Submission of QAP (Stage Compliance)	2	QA	
08.	Promptness in deputing service engineers for STW Trials	2	Production Dept.	
09.	Promptness for attending failures / defects at the time of Trial.	2	- do -	
10.	Promptness in attending replacement of rejected item.	2	- do -	

Note: To be filled up by Commercial, Design, Production & QA Dept.