

## **PROCEDURE FOR REGISTRATION OF FIRMS**

Stores Department, Metro Railway procures varieties of finished goods, as well as raw materials for Metro Railway B.G. Coaches of BHEL & NGEF Type, signaling, Mechanical and other General Stores items to maintain our services without interruption. In order to get right material at right time it is essential to maintain list of reliable suppliers. The suppliers are called registered suppliers.

Application Form is issued at Controller of Stores Office, Metro Railway, Kolkata - 71 (Contact Telephone Number: 22262421) on payment of nominal fee Rs.50 in person and Rs.75 by post. Application is issued to those firms who have completed three years business from the date of commencement of business since they have to submit profit and loss account and balance sheets for three financial years along with filled in application form. Firm not having three years of continuous business should not apply.

**Application form** can also be downloaded. Firms applying through downloaded Application Form has to enclose a Demand Draft for a sum of Rs.50/- drawn in favour of "FA&CAO, Metro Railway" failing which the application will be rejected without giving any reason.

Firms desirous of getting registered with Railways as registered suppliers are required to submit various documents along with filled in application in the prescribed form and an undertaking that they would be bound by IRS conditions of contract and Indian Contract Act of 1872 etc.

**Details of documents to accompany filled in application for enlistment are given below: -**

- a) Attested copies of State ST and CST certificate.
- b) Rent receipt / Municipal Tax receipt / Rent deed.
- c) Cash Receipt for Rs.50/- towards registration fee.
- d) Affidavit for list of machineries.
- e) Attested copy of agency agreements.
- f) Attested copy of ITCC.
- g) Attested copy of certificate from registrar of firms - Form A and Form C in case of partnership firm.
- h) Attested copy of NSIC certificates (current and valid).
- i) Copy of partnership deed.
- j) Copy of Memorandum and Articles of Association.

- k) Attested copy of registration certificate with other Railways / Departments.
- l) Trade group wise performance statement.
- m) Copies of dealership agreements.
- n) List of sitting directors/ partners.
- o) Area of factory.
- p) Bankers address
- q) Attested copies of profit and loss account and balance sheet.
- r) Statement of result of operation.
- s) Affidavit for power of Attorney (partnership firm, Pvt.Ltd., or Ltd.Firms)
- t) Trade Groups required.
- u) Affidavit for statement banned etc.
- v) Affidavit for statement family members having part in firms registered with Metro Railway/ Kolkata
- w) Affidavit for Value of Stock.

On receipt of application in the prescribed form, the same is checked for the authenticity of documents and then an officer is nominated to inspect the firm and submit the report. Inspecting officer inspects the premises of the firm and submits the report after assessing various factors like capacity, capability, credentials, machineries, testing facilities etc. and recommends the trade group for which the firm qualifies for the registration and the monetary limit to be allotted for purchasing the material. However, inspection is not done in case of firms registered with NSIC and sister railways including RDSO & Rly. Production Units. Firms situated outside our Railway region, must necessarily get registered with their zonal Railway in their geographical jurisdiction and submit a copy of their registration certificate.

Bankers report will be obtained based on the firms bank account. In case of firm registered with NSIC confirmation will be obtained from concerned NSIC region.

After allotment of trade groups and fixing of monetary limit, registration is given to the firm. The firm is advised to remit subscription towards bulletin for two years at a time. At present Rs.1,500/- is collected as subscription for Two years. On receipt of bulletin subscription and valid ITCC, registration certificate will be issued to the firms duly allotting registration number and supplier code number, trade groups and advising monetary limit fixed.

The registration of the firm is reviewed every three years, after initial registration for two years. Before seeking renewal of registration they will have to submit current and valid ITCC, NSIC certificate duly attested by a

gazetted officer and submit past performance statement (trade group wise) along with the PO copies secured from this Railway.

### **VALUE LIMITS:**

The monetary limits for registration are as under.

- a. Those firms capable of executing supply orders valuing Rs. 40 lakhs and above.
- b. Those firms capable of executing supply orders valuing Rs. 10 lakhs to Rs. 40 lakhs.
- c. Those firms capable of executing supply orders valuing Rs. 5 lakhs to Rs. 10 lakhs
- d. Those firms capable of executing supply orders valuing Rs. 1 lakh to Rs. 5 lakhs
- e. Those firms capable of executing supply orders valuing upto Rs. 1 lakh.

(Authority Rly. Bd. Lr. No. 2002/RS(G)/753/I dt. 8.11.2002. )

### **BENEFITS EXTENDED TO REGISTERED FIRMS:**

1. Eligible to participate in bulletin and limited tenders (Bulletin tenders : the purchase of items less than Rs. 5 lakhs in value will be made through the issue of bulletin tender. Bi monthly bulletin will be issued to the registered supplier only).
2. Exemption from payment of security deposit within the monetary limit.
3. Exemption from payment of EMD and SD against open tenders including Bulletin Tender, Limited and Special limited tender up to the monetary limit given to the firms.
4. Eligible to draw 95% and 98% advance payment against receipted challan and inspection certificate.

### **QUALITY CONTROL:**

Majority of the Supplies to Railways must be pre-inspected by one of the following agencies to ensure supply of quality product.

1. by RDSO, Lucknow for safety and critical components.
2. by RITES, respective region for other items where required.
3. by DQA, respective region for items ordered against DGS&D rate/running contracts.
4. by Consignee for rest of the items.

Notwithstanding to the pre-inspection certificate issued by these agencies, Railway reserves the right to reject the material in the event of supplies not

confirming to the contract.

### **EFT MANDATE:**

EFT stands for Electronic Fund Transfer, This is to facilitate an efficient, secure, economical, reliable and expeditious system of transfer of funds through the banking sector throughout India.

Advantages:

1. Firms account is credited quickly.
2. The trouble of collecting payment and their lodging for collection is avoided.
3. Efforts for collection of cheques in person, through registered post/speed post are avoided.
4. Undue transit time from Kolkata to other cities avoided.
5. No extra cost.
6. Free to operate bank account of his choice.

### **Registration of SSI units registered with NSIC:**

SSI units registered with NSIC are entitled for automatic registration with Metro Railway, Kolkata for the items for which they are registered with NSIC. However, while granting such registration the following points will be observed.

1. A certificate is to be obtained invariably from the NSIC that the said SSI unit has been registered with them in accordance with the provisions laid down in DGS&D O.O. No. 119 dt. 16.8.1975. The registration will be granted for such trade groups as are covered by the products for which, the unit is registered with NSIC.
2. Such new registration will be allowed provisionally for a period of 2 years.
3. The monetary limit of the registration will be the same as that of NSIC registration.
4. For units seeking registration with a monetary limit over Rs. 10 lakhs, ISO 9000 certification is desirable.
5. If the NSIC registration is without any limit, then the monetary limit for registration with this railway would be Rs. 25 lakhs.

### **BENEFITS :**

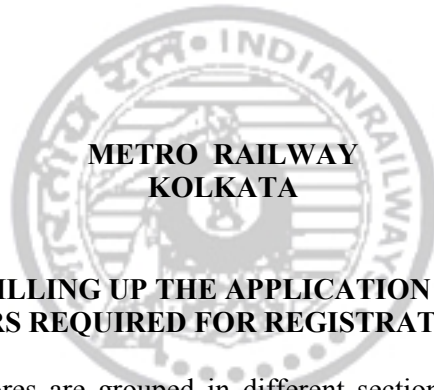
SSI units registered with NSIC enjoy the following benefits.

1. Application form for registration free of cost.
2. Exempted from registration fee.
3. Inspection of firm by Railways waived under the scheme of single point registration of NSIC.
4. Supply of tender sets free of cost for the items for which they are registered with NSIC.
5. Waiver of earnest money for the items for which they are registered with NSIC.
6. No Security Deposit upto monetary limit for which the unit is registered.
7. Price preference over the large scale units as per the extant rules.
8. Treated at par with those firms enlisted with this railway.

**AGENCIES OF PURCHASE :**

The following are the units purchasing material and NSIC Firms registered with this railway are entitled to participate against the tender notices issued by all these units.

1. H.Qrs. office (C.O.S. office)
2. All Depot Officers.



**“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 of stores.

Firm 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 items, for which they are not particularly registered at 5% of the value of an order in cash to a maximum of Rs. 1,00,000/- in each case.

3. **Bi-Monthly Bulletin of Stores:-** Offers are invited for the supply of stores by advertisement either publically, or in the Railway Stores Bi-Monthly Bulletin. The letter is sent to all the approved suppliers, who pay the Biannual subscription of Rs. 1500/- only, in case for it (not refundable). As most of this Railway's requirements are published/in the Bimonthly Bulletin, it is in the interest of the suppliers to subscribe for the Bulletin.

(a) Please note that the 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 in all respect.

(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 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 does not guarantee the grant of contracts.

(d) All subsequent changes in the constitution of working of the firm and change of firm address if any, should be promptly communicated to the under signed.

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

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

4. **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 a specific period, or permanently from the Approved List without assigning any reason and his decision shall be final.

5. **I.R.S. Condition 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 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 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 person holds general Power of Attorney in his favour from the firm giving him authority to 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 and cash vouchers, etc together with copies thereof, for the plants and machineries installed in the factories 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.

Alternately, an affidavit sworn before the First class Magistrate to the effect that plant, machinery, building. Etc, are owned by the applicants firms may be forwarded.

9. **Income-Tax Clearance Certificate:-** Current Income Tax Clearance bearing the seal and dated a nature of the Income-Tax Officer concerned, should invariably accompany the application.

In 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 Certificate in the name of firm.

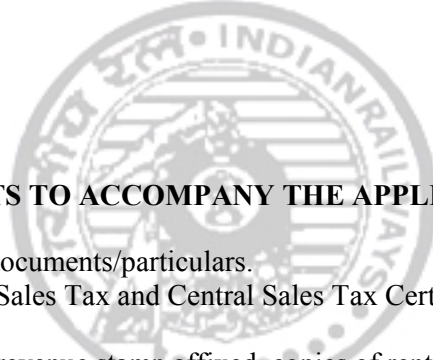
The Income-Tax Clearance Certificate should show the details of the income assessed, tax demanded and paid for the previous four years.

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' the registrar of the Firms concerned should accompany the application. In addition to this, list of sitting Directors in case of a limited concern and a certificate 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 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 Divisional Cashier, Metro Railway, Kolkata, or Controller of Stores, Metro Railway, Kolkata-71 towards Application Form.
4. Original of affidavit made on a stamp paper and attested by 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. Copies of your valid and current income tax clearance certificate showing the name of the firm along with name of proprietor /partner/directors and assessment particulars for the preceding five 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) Sec58(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 Gazatted Officer.
9. Photo copy of Small Scale Industry certificate.
10. Photo copy of the National Small Industries Corporation Ltd. Certificate showing details of items registered and validity.
11. Copy of Memorandum and Articles of Association along with copy of certificates 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 leese deed with your principals for dealership.
15. Area and brief 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 receding 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

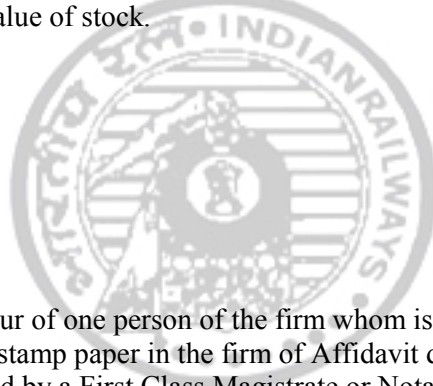


or six Groups only.

20. List of sitting partners/ Directors.

21. Nature of Trade : Whether Manufacturers/Agents/Stockists.

22. Original of affidavit made on a stamp paper and attested by First Class Magistrate or 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 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 re-submission as follow.

25. Original of Affidavit made on a stamp paper sworn in First Class Magistrate or Notary Public to the effect that the firm / company was not banned . suspended by the Government and that the proprietor / Directors of the firm / Company are/were not the proprietor /Partners/director 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 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 Metro Railway, if your statement is in the affirmative, please furnish the details of registration.

**METRO RAILWAY, KOLKATA**

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 Metro Railway/Kolkata.

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/authorized?  
Distributor/authorized stockiest 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?

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 number of :  
registration certificate.

(c) 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 in favour 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 is so Income: Tax Clearance Certificate to be enclosed.

(d) Sales Tax Registration No. :

(e) 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 :

(b) Brief description of the factory

(i) Area:

(ii) Covered Area:

(iii) Accommodation:

(iv) Departments into which it 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 document evidence)

(e) Is the factory registered with (State) :  
Director of Industries, NISC, etc., (mention  
group of item for which firm has registered with  
NISC 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.

- (iii) Details of area:
- (iv) Covered area:
- (v) 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

(l) Details of arrangement for the factory, but :  
utilize the factory of some other firm for the  
manufacture / fabrication of 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

(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 lessee

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

(n) Organization Chart

(i) This will cover the organization 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

Partners/Directors

- (iv) Name Board and size of the Board :
- (v) Location (if any landmark available to be mentioned)
- (v) Working hours:
- (vi) 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 recognized Brand/Stores for which : firm has authorized 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.

(iii) 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 Accepted 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 case 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 contact ( of considerable magnitude) executed in the past twelve months by firm for the Industries and supplies Department, Railway or Local Body.

16. Recognised Cottage Industries and Small Scale Industries Unit should submit as 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.

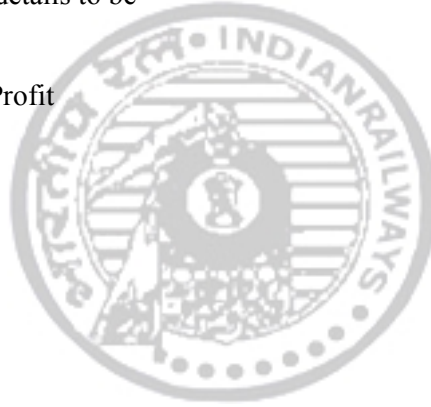
(iv) Balance sheet of last 3 annual years to :  
be checked up and following details to be  
furnished.

Total Sales Gross Profit Net Profit

Year I

Year II

Year III



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).

- (iii) Telephone connection with number :
- (iv) Fax number :
- (v) Internet :
- (vi) Address Telegraphic address :
- (vii) Transport fleet :
- (viii) 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.

(xi) Setup of after sales service :

(xii) Setup of warranty service :

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

23. Performance status :

(a) Details of orders received and executed to :  
the Metro 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 received 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 :

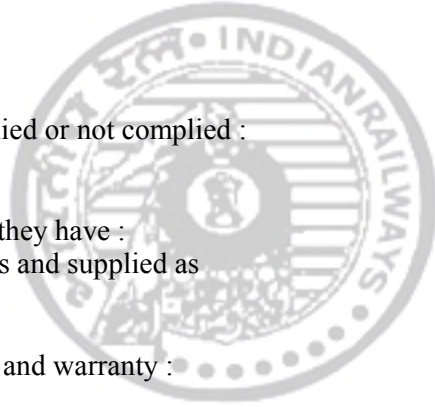
(v) Value :

(vi) Status , i.e ,complied or not complied :

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

**Application Form**

- (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 concern :

(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 here by 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 this 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 here by confirm that I/We have read the condition governing Railway contract, as  
from amended from time-to-time and would abide by these conditions in all respect.

Signature of Partners,

Proprietors or Managers, etc.,

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

Place :

Date:

fabricated manufactured stores and supplied as

**Application Form**

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 concern :

(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 here by 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 this need to carry  
on the business of the concern whether an intimation of such change is given to the Railway or  
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of person signing this application  
(from Proprietor Partner, Manager, etc)

Place :

Date: