

**ANNEXURE-III**

(REFERRED TO IN PARA 3.1)

APPLICATION FORM FOR REGISTRATION AS APPROVED SUPPLIERS FOR PARTICAPATION IN GOVERNMENT PURCHASE PROGRAMME WITH THE DIRECTOR SUPPLIES & DISPOSALS, HARYANA.

1. Name of the Manufacturing firm.
2. Address of the firm.
  - a) Office
  - b) Factory.
  - c) Branch Office.
3. Telephone No. Office\_\_\_\_\_ Factory\_\_\_\_\_ if any.
4. Telegraphic address, if any
5. Constitution of the firm. Public Limited/Private Limited / Partnership / Proprietary / Industries / Co operative.
6. Name of Partners/  
Directors.
  - 1)
  - 2)
  - 3)
  - 4)
  - 5)
  - 6)
7. Date of establishment of the firm /date of going into production.

8. No. of persons employed both temporary and permanent in all shifts.

a) Managerial & supervisory.

b) Skilled workers.

c) Unskilled workers.

d) Clerical.

e) Other (such as sweepers watch and ward etc.) Total

9. Name and address of bankers.

10. Capital structure.

a) fixed capital Rs. \_\_\_\_\_

b) Land and Building Rs. \_\_\_\_\_

c) Plant & Machinery Rs. \_\_\_\_\_

d) Other fixed assets. Rs. \_\_\_\_\_

ii) working capital (this should include stocks of raw materials, consumable stores, finished products, cash in hand and in the bank etc) Rs. \_\_\_\_\_

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Total capital Investment Rs. \_\_\_\_\_

11. No. of shifts the factory normally works.
12. whether with or without power please state  

the allotted HP	Installed HP
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13. Brief description of factory e.g area covered accommodation departments into which it is divided laboratory etc.
14. Registration Nos. and Date of Registration.
  - i) With the Development wing under the industries ( Development and Regulation)Act,. (If so licence/copy of the Registration certificate be attached).
  - ii) with DGS&D directly with names of items (attested copy of Registration certificate be attached)
  - iii) with Registrar of firms/companies
  - iv) Under the Indian Factories Act,
  - v) with the Directorate of Industries (attested copy of certificate be attached).
  - vi) Under shops and Establishment Act,
  - vii) With stores Purchase Organization of the other state Govt. if any (Attested copy of Registration be attached)
  - viii) with Railways.
  - ix) Under drugs Act,
  - x) National small Industries Corporation,(Attested copy of certificate be attached)
  - xi) Small Industries corporation of any State (Attested copy there of be attached)
15. Have you supplied any stores to the Govt. or railways. If so, please give details of the contracts during the last two years such as A/T No. item quality, date of delivery value etc.A separate sheet may be attached, if necessary ,in duplicate.

16. Full details of the machinery and equipment including testing equipment if any.

17. Details of the machinery/equipment alongwith the date of installation and purchase value should be separately attached in the following form.

Sr No. of Machine	Description and specification with size	Purchase <u>value</u>	Date on which	condition

18. Production

Sr No. Name of the item	Actual production during the last 2 years (indicating the year) Monthly			
	production		Capacity	
	Quantity	value	Quantity	Value

19. Items for which you desire to be enlisted.

20. Name of the products which you can manufacture but are not manufacturing.

21. The main raw materials consumed during the last year

Sr No	Name of the items	quantity.	Value.

Imported

Indigeneous \_\_\_\_\_

22. Is the floor area, power etc sufficient for you, please give details of your expansion programme if any

23. Details of arrangements for quality control of products such as Laboratory etc.
24. Whether stores were tested according to any standard specifications. If so, copies of Original test certificate should be submitted in duplicate.
25. Are you an income tax payer. If so please attach attested copy of latest income tax clearance certificate.
26. Power of attorney for signing documents on behalf of the firm or companies with certificate that the same has not been revoked as yet. It should be on a Non Judicial stamp paper of Rs.3/-
27. An affidavit that your firm has not so far been blacklisted/ debarred by any Govt., Organisation. It should be on a Non judicial stamp paper of Rs.3/-
28. We declare that the information given above is correct to the best of my/our knowledge and belief.

### **SIGNATURES**

(SEAL OF THE FIRM)

(NAME IN CAPITAL LETTERS)

DATED \_\_\_\_\_

Designation.

### **FOR OFFICE USE ONLY**

The information supplied by the applicant was verified by official by a personal visit to the factory on \_\_\_\_\_. 200 . The information is correct/incorrect as per the documents or record.

a)The firm is competent to manufacture the following items of standard quality to the extent of the capacity indicated for which enlistment/ renewal of enlistment is recommended.

Sr. No.	Name of item	Brief specifications.	Capacity per month
1			
2			
3			
4			
5			

b)The firm is not competent to manufacturer the following items of standard quality for which enlistment / renewal of enlistment is not recommended.

Sr. No.	Name of item

Signature

(NAME IN CAPITAL LETTERS)

Date

Designation.

Place:-

Name of the office.

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INSTRUCTIONS FOR THE GUIDANCE OF APPLICANTS

1.All the columns should be filled in properly and legibly.

2.The applicants may please read carefully, the clauses in respect of income Tax clearance certificate power of Attorney and Black Listing given in the application form. The requisite Certificate /affidavits must be supplied alongwith the application to avoid delay.

3.The application form as approved contractors with the Haryana Stores Purchase Department should be routed through the concerned Director of Industries in respect of the applicants of other than Haryana state and the firm within Haryana State should route their applications

through the General Manager ,Distt Industries Centres concerned who may be required to furnish a report on the following points:-

i)Particular given in the application form have been verified.

ii)The machinery installed for undertaking the manufacture of an item/items for which registration as approved contractors is sought for is adequate.

iii)The unit is capable of executing Govt. orders from both points of view of technical know how and financial resources duly supported with bank reference, as per ISI Marks or quality mark specifications.

iv) Approximate value upto which the stores can be supplied is estimated to be Rs.\_\_\_\_\_per annum.

4. The firms registered with the Director General of Supplies and Disposals, New Delhi may send application direct to this office alongwith a copy of the registration certificate duly attested from a Magistrate or an Oath Commissioner.