

TITLE: APPLICATION FORM FOR ENLISTMENT AS APPROVED VENDOR FOR "PROCUREMENT"	Form No. : F:PUR:1
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	REV NO : 04
	Issue Date:

To,
KRISHAK BHARATI COOP. LTD.,
P.O.KRIBHCO NAGAR, SURAT – 394515
Gujarat, INDIA

Ph. 0261-2802362 (Direct)
Web site : www.kribhco.net
E-MAIL: r1shukla@kribhco.net

Kind Attn. **GENERAL MANAGER (COMMERCIAL)**
Form No:

SUB: APPLICATION FOR VENDOR REGISTRATION FOR "PROCUREMENT"

Registration for Product Name :

REF: Vender's introduction letter no.:

E-mail Dtd.

Please submit your application in the format mentioned below:-

- a) Full relevant details indicating concerned page number in your application / file
- b) Enclose all required copies of documents / certificates as mentioned in your file / application duly page numbered.

Sr. No.	Particulars		Page No
1.0	CORPORATE DETAILS:		
1.1	a) Name of the Company		
	b) Registration Sought for	1.	
	(If required more space please attached separate paper.)	2.	
		3.	
		4.	
		5.	
1.2	Details of Registered Office		
	a) Address		
	b) Phone Nos.		
	c) Fax No.		
	d) e-mail Address		
	e) Web site No.WWW		
	f) Name of Contact Person & Mob.No.		
1.3	Details of Factory		
	a) Address		
	b) Phone Nos.		
	c) Fax No.		
	d) e-mail Address		
	e) Name of Contact Person & Mob No.		
1.4	Address for Correspondence		
	a) Address		
	b) Phone Nos.		
	c) Fax No.		
	d) e-mail Address		
	e) Name of Contact Person & Mob No.		
1.5	Type of Company: (Proprietary / Partnership/ Private Ltd. / Public Ltd. / etc.)		
1.6	Please submit Notarized copy of documentary proof of Registration of yr. Firm i.e. Affidavit for Proprietary, Partnership Deed, Certificate of Incorporation, Memorandum & Articles of Association , etc.		

1.7	Please give brief History of the Company with details of Directors / Chief Executive / Partners / Proprietor .				
1.8	Please give Organization Structure of your Company with Name of Proprietor/ Partners/ Directors/ Chief Executive				
2.00	FINANCIAL DETAILS: Please submit the following details / documents				
2.1	Annual Audited Financial Reports & Balance Sheets & Copy of Income Tax Returns for last three Financial years .	2016-17	2017-18	2018-19	Page no.
2.2	Copy of GST Registration Number				
2.3	-do- copy of Permanent Account Number (PAN) issued by ITO				
2.4	Please submit EFT details of your Bank Accounts as per attached format.				
3.0	TECHNICAL DETAILS: Please submit the following details / documents:				
3.1	Details / Specifications, name of item / Product/ Sub Group no. for which Registration is requested .				
3.2	Product catalogue / brochure / literature , if any.				
3.3	Details of mfg. facilities with capacity, list of equipment/machinery , etc.				
3.4	Details of Quality Testing Facilities ,				
3.5	Details of Arrangement for Third Party Inspection , etc.				
3.6	Details of manpower position .				
3.7	Details of present work load				
3.8	Details of After Sales Services				
4.0	EXPERIENCE / PAST PERFORMANCE: Please submit the following documents:				
4.1	(a) Please submit list as per Annexure-A of order executed by you in last 3 years preferably in fertilizer industries &/OR Other Chemical industries, Petrochemical industries, Refinery industries etc. For consumables & general materials. List of orders executed in other major industries in acceptable.				
	(b) Please attach Notarized copies of major order executed in last 3 years preferably in fertilizer industries &/OR Other Chemical industries, Petrochemical industries, Refinery industries etc. For consumables & general materials. List of orders executed in other major industries in acceptable.				
5.0	DECLARATIONS: Please submit following Declarations in the format enclosed:				
5.1	That your Firm has not been banned / black listed / De-registered or put on holiday list by any Government Department / Central Govt. Unit / Public sector Units / Financial Institutions / Court as per format enclosed.				
5.2	That none of your close / distant relatives are working in KRIBHCO as per format enclosed.				
5.3	Details of your Sister / Group / Associate Company . "as per format enclosed.				
6.0	Please confirm whether your company has been registered in the category of "Micro, Small and Medium Enterprises under the provision of the Micro, Small & Medium Enterprises Development Act-2006 . If yes, please send Notarized copy of acknowledgement-II issued by the concerned authorities for our consideration.				
6.1	Dealer / Agent shall submit Authorization Letter from Principal / Manufacturer .				
7.0	Any other details / documents in support of application for registration.				
7.1	While submitting application, please ensure that it is complete in all respects of enclosing on the supporting documents . If any documents is found fake or any information intentionally hidden or incomplete, your application shall be out rightly rejected without entering into any correspondence. KRIBHCO reserve the right to verify information / documents submitted by you, to accept / reject your application.				

Pease ensure to submit Notarized copy of sl.no. 1.6, 2.2, 2.3, 2.4, 2.5,4.1 & 6.0 of these documents & fill all the above columns carefully and if any column is not applicable to you, mark it as "N.A".

NOTE : KRIBHCO intends to go for e-procurement in near future for the procurement and services. In view of this, the suppliers are requested to furnish the following details if available:-

- a) Whether you have Digital Certificate from any Digital certifying Key agency.**
- b) Do you have Registration with any Service Providers for e-procurement/ services, e-tendering – Name & Address of the service providers may be furnished.**

**(Name of authorized applicant)
Designation
Name of Company
(Official – seal)**

Date:

Place

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**FORMAT OF DECLARATIONS
(TO BE SUBMITTED ON NON JUDICIAL STAMP PAPER DULY NOTARIZED)**

To:
KRISHAK BHARATI COOPERATIVE LIMITED
P.O. - KRIBHCONAGAR
SURAT – 394 515

Date: _____

Sub: Declarations
Ref.: Vendor Registration

Dear Sir,

1. We confirm that our firm has not been banned; black listed or put on holiday list by any Government Department / Central Government Unit / Public sector unit / Financial Institutions / Court.

(...In case your has been black-listed or put into holiday list by any Government Department /Central Government Unit / Public Sector Unit / Financial Institutions / Court, please furnish the details of the same....).

2. We hereby confirm that none of our close / distant relatives are working in KRIBHCO.

(...If your closed / distant relatives are working in KRIBHCO, you are required to indicate names, designation/ department of that relative working in KRIBHCO...).

3. We confirm & certify that none of our group / associate / sister concern / partnership firm as defined below, is registered for the **similar or same item** for which we have submitted our application for registration to participate in future bidding process.

"Any sister / group / associate company, having any common partner / Director / Managing partner etc. or having any business / family relations or any other common criteria, which indicate about their link / relation etc. shall be considered as sister / group associate company".

(...In case of concealment of above fact, if detected later on, that the bidder is have relation along with any group associate / sister / partnership concern / company participated in any tender, may be debarred for all future tenders in addition to other action like forfeiture of Earnest Money Deposit / Security Deposit / payment due, if any etc...)

Thanking you,

Yours faithfully

Authorized Signatory
(Name & Sign)

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Details to be submitted on the letter head of your company

To,
General Manager (Finance & Accounts)
Krishak Bharati Cooperative Limited.,
PO: Kribhco Nagar
S U R A T -394515

Sub: Our Bank Account details for effecting e-payment (EFT) Electronic Fund Transfer payments.

Sir,

I/we hereby agree to receive the payment from M/S Krishak Bharati Cooperative Limited-Surat against bills raised by us directly to our Bank Account as per details given below through Electronic Fund Transfer Mechanism (EFT). The required details are given below.

Sr No.	Particulars	Details.
1	Name, Branch and Address of the Payee's Bank	
2	Title of the account	.
3	Nature of Account	Saving/ current/other*-(*please specify)
4	Account No.	
5	Branch MICR code number (Please attach a leaf of cancelled cheque also)	(attaching a leaf of cancelled cheque of yr bank a/c. is compulsory)
6	R T G S (Real Time Gross Settlement) I F S C (Indian Financial System code)	
7	Permanent Account Number of the payee (PAN Number)	
8	e-mail address, if any. (For sending payment details)	
9	Mobile No. (For sending payment intimation through SMS)	

Date ;
vender

Authorised Signature of

Place

Name

(Official-seal)

Designa

