

 <b>KRIBHCO</b> Cooperative and beyond... <b>HAZIRA PLANT</b> <b>PURCHASE</b>	<b>Integrated Management          System Procedure          (ISO 9001:2015,          ISO 14001:2015 &amp;          ISO 45001:2018)</b>	DOCUMENT NO:IMS-F-PURC-33
		Page : 1 of 6
		Rev No : 00
		REVISION DATE: 01.10.2019
<b>TITLE: APPLICATION FORM FOR ENLISTMENT AS APPROVED VENDOR FOR CONTRACT</b>		

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

Ph. 0261-2862766-68  
 Web site: [www.kribhco.net](http://www.kribhco.net)  
 E-MAIL: [stmakwana@kribhco.net](mailto:stmakwana@kribhco.net)

Kind Attn.: GENERAL MANAGER (Commercial)

Date:

**SUB: APPLICATION FOR VENDOR REGISTRATION FOR “USE OF KRIBHCO HAZIRA JETTY FOR THIRD PARTY SHIP CARGO HANDLING”**  
**Registration for Service / Job –**

Vendor's introduction letter no. \_\_\_\_\_ Dtd. \_\_\_\_\_

**REF: M001000020**

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.

Please submit following details of your Firm's letter along with copies of documents as requested / applicable in this form:-

1.0	CORPORATE DETAILS: Please submit the following details / documents:	Page No.
1.1	a) Name of the Company	
	b) Registration Sought for(work)	1.
	(If required more space please attached separate paper.)	2.
1.2	Details of Registered Office	
	a) Address	
	b) Phone Nos.	
	c) Fax No.	
	d) e-mail Address	
	e) Web Site No:	
	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: <b>Proprietary, Partnership, Private Ltd., Public Ltd. etc.)</b>	
1.6	Please submit Notarized <b>copy</b> of documentary proof of <b>Registration of your Firm i.e. Affidavit for Proprietary, Partnership Deed, Certificate of Incorporation, Memorandum of Articles of Association, etc.</b>	

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1.7	Please give <b>brief History</b> of the Company <b>with details of Directors / Chief Executive / Partners / Proprietor.</b>	
1.8	Please give Organization Structure of your Company with Name of <b>Proprietor / Partners Directors / Chief Executive</b>	

<b>2.0</b>	<b>FINANCIAL DETAILS: Please submit the following details / documents:</b>		
<b>2.1</b>	<b>Notarized copy of Bank Solvency Certificate as per Annexure-1</b>		
2.2	Audit reports for last three Financial Years	As per Annexure-1	Page no.
	Copy of <b>Income Tax Returns</b> for last 03 Assessment Years		
2.3	<b>Notarized Copy of Permanent Account Number (PAN) issued by ITO</b>		
2.4	<b>Notarized Copy of GST Registration Certificate</b>		
2.5	<b>Notarized Copy of PF Registration Certificate.</b>		
2.6	<b>Notarized Copy of ESIC.</b>		
2.7	Please submit <b>EFT details of your Bank Accounts</b> as per format attached.		
2.8	Non-refundable of Rs 5,900/- (Rs 2000/- plus GST @ 18%) per application by way of Demand Draft from any nationalized or scheduled bank only; drawn in favor of KRIBHCO, payable at Surat; issued on or after of this advertisement, payable at Surat within 30 days of this advertisement or thru NEFT/RTGS (bank details enclosed).		
<b>3.0</b>	<b>TECHNICAL DETAILS: Please submit the following details / documents:</b>		
3.1	Name of the <b>job / Service</b> for which Registration is requested.		
3.2	Details of infrastructure for <b>service /contract</b> facilities i.e. Hydra, crane, forklifts with capacity, list of equipment / machinery, etc.	NA	
3.3	Details of <b>Quality Testing Facilities</b>	NA	
3.4	Details of Arrangement for <b>Third Party Inspection</b> , etc.	NA	
3.5	Details of <b>manpower position</b>	NA	
3.6	Details of <b>Job in hand</b>	As per Annexure-1	
<b>4.0</b>	<b>EXPERIENCE/ PAST PERFORMANCE: Please submit the following documents:</b>		
4.1	Order copies as per Annexure-1.		
4.2	<b>Copies of Performance certificates</b> for above submitted order copies as per Annexure-1		
<b>5.0</b>	<b>DECLARATIONS: Please submit following Declarations in the format enclosed:</b>		
5.1	That your Firm has not been <b>banned / black listed / De-registered or put on holiday list</b> by any Government Department / Central Govt. Unit / Public sector Units / Financial Institutions / Court as per format enclosed.		
5.2	That none of your <b>close / distant relatives</b> are working in KRIBHCO as per format enclosed.		
5.3	<b>Details of your sister / Group / Associate Company</b> as per format enclosed.		
<b>6.0</b>	Please inform whether your company has been registered in the category of "Micro, Small and Medium Enterprises under the provision of the <b>Micro, Small and Medium Enterprises Development Act-2006</b> . If yes, please send <b>Notarized copy</b> of the <b>acknowledgement</b> issued by the concerned authorities for registration of the application.		
<b>7.0</b>	<b>Any other details / documents in support of application for registration.</b>		
8.0	While submitting application, please ensure that it is complete in all respects enclosing on the supporting documents. <b>If any documents is found fake or any information intentionally hidden or incomplete, your application shall be out rightly rejected without entering into</b>		

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	<b>any correspondence. . KRIBHCO</b> reserve the right to verify information / documents submitted by you, to accept / reject your application.	
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Please ensure to submit Notarized copy of sl.no. 1.6, 2.1 to 2.7, 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 supply 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**

**Date:  
 Place.**

**Name of company  
 (Official Seal)**

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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 for .....**

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 work 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 & Seal)

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**FORMAT OF BANK SOLVENCY  
(To be submitted on Letter of Issuing Bank)**

**Date:** \_\_\_\_\_

**TO WHOM SO IT MAY CONCERN**

This is to certify that to the best of our knowledge and information M/S \_\_\_\_\_,  
 \_\_\_\_\_ customer of our Bank is respectable and can be treated as  
 good / solvent up to a sum of Rupees \_\_\_\_\_ Lakhs \_\_\_\_\_) only.

It is clarified that this information is furnished without any risk and responsibility on our part in  
 any respect whatsoever more particularly either as guarantor or otherwise.

This certificate is issued at the specific request of the customer.

Place: \_\_\_\_\_

(Signature of Authorized Officer)

Date: \_\_\_\_\_

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To:

**KRISHAK BHARATI COOPERATIVE LIMITED**  
 PO: KRIBHCO NAGAR  
**S U R A T -394515(GUJARAT)**

ATTN: PURCHASE DEPARTMENT

REF: VENDOR REGISTRATION

**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	<b>Branch MICR code number (Please attach a leaf of cancelled cheque also)</b>	<b>(Attaching a leaf of cancelled cheque of your bank a/c. is compulsory)</b>
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:

Authorized Signature of vendor

Place

Name

(Official-seal)

Designation