

**HEADQUARTERS COAST GUARD REGION(NE), KOLKATA**  
**FORM FOR REGISTRATION / RE-REGISTRATION OF VENDORS/SUPPLIERS**

1. Name of the firm/company : \_\_\_\_\_
  
2. (a) Head Office / Registered Office : \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No. : \_\_\_\_\_  
 Fax No. : \_\_\_\_\_  
 Web site (if any) / E-mail/**CPPP Id** : \_\_\_\_\_  
 Date of Establishment : \_\_\_\_\_
- (b) Any branch office in Kolkata : \_\_\_\_\_  
 Telephone / Fax No. : \_\_\_\_\_
  
3. Name of Chief Executive/Proprietor /Partner : \_\_\_\_\_  
 Telephone number/Mob No. : \_\_\_\_\_
  
4. Name of Contact person : \_\_\_\_\_  
 Telephone / Mobile No. : \_\_\_\_\_
  
5. Type of organization (Tick as applicable)
 

		Documents to be enclosed with application	
(a) Proprietary	<input type="checkbox"/>	Trade License	
(b) Partnership	<input type="checkbox"/>	Partnership deed, Trade License	
(c) Private Limited Company	<input type="checkbox"/>	Memorandum of Article Certificate of	
(d) Public Limited Company	<input type="checkbox"/>	Registration, Trade License.	
(e) Public Sector	<input type="checkbox"/>		
  
6. Nature of Business (Tick as applicable) :
 

Manufacturing	<input type="checkbox"/>	Dealership	<input type="checkbox"/>	Fabrication	<input type="checkbox"/>
Stockiest	<input type="checkbox"/>	Indian Agent of OEM	<input type="checkbox"/>	Indian Branch office of OEM	<input type="checkbox"/>
Supplier	<input type="checkbox"/>	Others(Pls specify)	_____		

7. Class/ Type of product /Materials manufactured /Sold /Dealer/Fabricated:

(Tick as applicable)

Nav & Comm Equipment  Electronics  Gen Elect items/spares

General Engg items/spares Head  motors  Sea anship Gears   
(incl CPP, shafting, gauges)

Mariner's Instruments  Computer/IT Div  Equipment   
(Compr, OBMs, diving gears)

General Paints  Ropes  Crockery/Messtraps

Clothing items  Furnishing  Medical/surgical items   
(incl Uniform items)

Surveillance Equipment  Gases  Types and MT spares

Office automation items  Deck fittings  Gemini crafts

Damage control, fire fighting and life saving items   
(SOLAS sets, fire extinguishers AFPS suits inflatable life jackets etc)

Lubricants  General Naval stores items

Others (Please specify) \_\_\_\_\_  
\_\_\_\_\_

8. Annual turnover during last 3 years (Rs.Lakhs) (Enclose balance sheet for last 3 years):-

- (a) 2012-13 \_\_\_\_\_
- (b) 2013-14 \_\_\_\_\_
- (c) 2014-15 \_\_\_\_\_

9. Compliance Rate (in percentage for last 3 years) :

- (a) Supply order materialized with in delivery schedule : \_\_\_\_\_
- (b) Supply order materialized on part payment basis : \_\_\_\_\_
- (c) Supply order cancelled on account of expiry of Delivery schedule : \_\_\_\_\_

10. Commercial information registration (Enclose attested copies):

- (a) CST Regn. No. : \_\_\_\_\_
- (b) State ST Regn. No.: \_\_\_\_\_
- (c) TIN No. : \_\_\_\_\_
- (d) Excise Centre No. : \_\_\_\_\_
- (e) Trade License No. : \_\_\_\_\_

- (f) Service Tax Regn. No. : \_\_\_\_\_
- (g) PAN No. : \_\_\_\_\_
- (h) Registered with DGS&D or NSSIC : \_\_\_\_\_  
(Copy of certificate to be enclosed)

11. Bank details (for "E" payment) (including Branch code, MICR core and ESI code):

\_\_\_\_\_

\_\_\_\_\_

12. Details of Major Customers: Name of Armed force(s)/ Government department(s) /Major PSU(s)/ Research and development organization(s) where your firm is registered (Enclose attested copy of certificates):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. Authorised signatories :

Name and Designation of authorized signatory	Specimen Signature
_____	_____
_____	_____

**DECLARATION BY VENDOR**

I hereby certify that:

- (a) No employee or direct relation of any ICG personnel is in any way connected partner /share holder/ Director/Advisor/Consultant/Employee etc with the company.
- (b) The information furnished are correct to the best of my knowledge and belief. Any incorrect information rendered by the firm will amount to my/our company's disqualification.

.....  
(Signature of Proprietor/Partner/Chief Executive)

Name

\_\_\_\_\_

(in capital letter)

Place : .....

Date : .....

(Seal of Vendor)

**FORMAT OF CAPACITY/CAPABILITY REPORT ON FIRMS  
PART ? I**

**FACTUAL INFORMATION FURNISHED BY THE FIRM**

1. Name and registered address of the :  
firm
2. Name and address of subsidiary/ :  
associated industry within India.
3. Factory location and address :
4. Telegraphic address :
5. Name and address of Managing :  
Director
6. Telephone No. : Office :  
Factory :
7. Details of the Organisation :  
(a) Brief History :  
(b) Area ? present set up and :  
provisions for future expansion  
(c) Covered accommodation :  
(d) Main Departments : :  
Tech/managerial  
(e) Design office and Library details :  
(f) Sales and service set up :  
:
8. Approximate capital Investment :  
(a) Authorised capital :  
(b) Capital Investment :  
(c) Financial position :  
:
9. Main items of machinery/equipment :  
and test/inspection facilities available
10. Labour : :  
(a) Strength presently employed :  
(i) Skilled :  
(ii) Semi-skilled :  
(iii) Non-skilled :  
(b) Availability of labour for future :  
expansion.
11. Power: :  
(a) Source :  
(b) Present load :  
(c) Availability of power for future :  
expansion
12. Raw materials : :

- (a) Requirements :
- (b) Period for which reserve stock of raw materials is held.
- (c) Sources of procurement
- (d) Percentage of indigenous improved raw materials
- (e) Any difficulty regarding normal product or likely order
- 13. Is the firm registered with DGS&D or with any other Defence or Civil Govt Department? If so, give details.
- 14. Has the firm any collaboration and technical know-how agreement with foreign firms? If so, give details. :
- 15. Details of items for which patent rights of the firm exist :
- 16. Are you having any development activities? Are you having in hand any basic research program? :
- 17. Details of qualified managerial and technical personnel. :  
Is any member on your staff a foreigner or foreign qualified specialist?
- 18. Is your product ?Type Approved? or has ISI certification mark? If so, give details. :
- 19. Training program of staff
- 20. Details of stores under production or development (Appendix ?A?) :
- 21. Name and address of agents :
- 22. Any other information you wish to provide :

Place :

Seal

Date :

Signature :  
Name :  
Designation :

Enclosures : Appendix A (Details of Stores under production or development))

**Annexure**  
(Attached to the Report)

M/s. \_\_\_\_\_  
(To be filled in by the firm)

Details of stores the firm is :

- (a) Producing at present :
- (b) Developing at present :
- (c) Interested in for future development/production :

S No	Present products Remarks	Monthly Production	
		<u>(Give number of shifts)</u>	
		Present Capacity available	Spare Capacity

Signature  
Name of firm

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**PART II**  
**CERTIFICATE BY INSPECTION TEAM**

1. Name and designation of the Inspecting team :
2. Date on which the firm was inspected :
3. Comment on the standard of know-how and adequacy of the production process for the end product :
4. Comments on arrangement for inspection/ testing and quality control of products :
  - (a) Adequacy of equipment :
  - (b) Application of planned inspection during production :
  - (c) Inspection of components raw materials procured from sub-contractors :
  - (d) Evidence of proper work study possibility of improvement of man power :
  - (e) Built in training programme for improvement of man power :
5. Are Management-labour relations good? Any labour problems which may hold up production :
6. Are they supplying their product to any leading manufacturers or Govt undertakings/departments? Give details. :
7. Comments on potential to carry out research/ development as normal feature If so percentage of total expenditure on such activities :
8. Are they considered suitable for production/ development order :
9. Is the firm capable of providing a relevant paper particulars for AHSP work, i.e., user handbook/workshop manual, part/identification list recommended spares for two years maintenance and one overhaul :
10. Comments on past performances for producing quality goods, adhering delivery schedule, attention to complaints as security consciousness :
11. General remarks (give any other observation not already covered) :
12. Do you consider the firm to be financially sound :
13. Final recommendations regarding suitability of the firm for placement of development orders :

**Signature and Designation of the Inspecting Team**