



MINISTRY OF DEFENCE, INDIAN COAST GUARD
COAST GUARD REGION (WEST), MUMBAI – 400 030

CGR/LPC (W)/VEN/REG/18

Date: 23 Jul 18

NOTICE

This Headquarters is undertaking registration of vendors for supply of items/goods used in Marine environment such as Stationery, Naval stores, Clothing, NBCD, Fire Fighting equipment, Electrical and Electronics spares, Navigational Communication Equipment and Spares, Paints, Engineering Spares, Office Automation, Ropes, Diving Equipment, Computer/IT spares, POL, Lubricants etc. The Registration forms are available in website www.indiancoastguard.gov.in under link West/Tenders. Interested/Capable Firms/MSMEs are required to download the form from the above site. Duly filled forms alongwith documents should reach this Headquarters by **10 AUG 18**. For more details kindly contact Local Procurement Cell, RHQ (W) at 022-24373181/24389721.

Officer-in-Charge (LP Cell)
Coast Guard Region (West)

HEADQUARTERS COAST GUARD REGION (WEST)
WORLI, MUMBAI-400030

FORM FOR FRESH 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)/Email : _____

CPPP registration email : _____

Category/product registered for: _____

Date of Establishment : _____

(b) Any Branch Office in Mumbai : _____

Telephone/Fax No. : _____

3. Name of Chief Executive /
Proprietor / Partners : _____

Telephone/Mobile No. : _____

4. Name of contact person : _____

Telephone/Mobile No. : _____

5. Type of Organisation (Tick as applicable)

- (a) Proprietary
(b) Partnership
(c) Private Limited Company
(d) Public Limited Company
(e) Public Sector

Documents to be enclosed with application

- Trade License
Partnership Deed, Trade License
Memorandum of Article
Certificate of Registration
Trade License

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 | <input type="checkbox"/> | Electronics | <input type="checkbox"/> | Gen Elect Items/spares
(incl MCBs, Contactors etc) | <input type="checkbox"/> |
| General Engg Items/spares
(incl CPP, shafting , Gauges) | <input type="checkbox"/> | Heavy Motors | <input type="checkbox"/> | Seamanship Gears | <input type="checkbox"/> |
| Mariner's Instruments | <input type="checkbox"/> | Computer /IT | <input type="checkbox"/> | Diving Equipment
(Comprs, OBMs ,diving gears) | <input type="checkbox"/> |
| General Paints | <input type="checkbox"/> | Ropes | <input type="checkbox"/> | Crockery/ Mess traps | <input type="checkbox"/> |
| Clothing Items
(incl Uniform items) | <input type="checkbox"/> | Furnishing | <input type="checkbox"/> | Medical/Surgical Items | <input type="checkbox"/> |
| Surveillance Equipment | <input type="checkbox"/> | Gases | <input type="checkbox"/> | Tyres and MT spares | <input type="checkbox"/> |
| Office automation items | <input type="checkbox"/> | Deck fittings | <input type="checkbox"/> | Gemini crafts | <input type="checkbox"/> |
| Damage Control, Fire Fighting and Life Saving Items
(SOLAS sets, Fire Extinguishers, AFPS suits, inflatable life jackets etc) | | | | | <input type="checkbox"/> |
| Lubricants | <input type="checkbox"/> | General Naval Stores Items | | | <input type="checkbox"/> |

Others (Please Specify) -----

8. Annual Turnover during last 3 years (Rs. Lakhs) (Enclose Balance Sheet for last 3 years and IT Return):

- (a) 2015-16 _____
(b) 2016-17 _____
(c) 2017-18 _____

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

- (a) Supply orders materialised within Delivery Schedule : _____
(b) Supply orders materialised on Part Payment Basis : _____
(c) Supply orders 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. : _____
(d) Trade License No. : _____

- (e) GST No : _____
 - (f) Service Tax Regn. No. : _____
(if applicable)
 - (g) PAN No. : _____
 - (h) Registered with DGS&D : _____
or NSSIC
- (copy of certificate to be enclosed)

11. Bank Details (For "E" Payments) : _____
(including Branch code, MICR code and FSI code)

12. Details of Major Customers: Name of Armed Force(s)/ Government department(s) / Major PSU(s) / Research and Development Organisation(s) where your firm is registered (Enclose Attested Copy of certificates):

13. Authorised signatories:

Name & Designation of Authorised 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 as Partner /Shareholder/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 (*comments with:
latest copy of Balance Sheet and
income*)
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	Monthly Production (Give number of Shifts) Present Capacity available	Remarks Spare Capacity
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Present Production
Production under Development
Future plan for Development

Signature
Name of firm
