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मुख्यालय तटरक्षक क्षेत्र (उत्तर-पूर्व)
Headquarters
Coast Guard Region (NE)
6th Floor, Synthesis Business Park
New Town, Rajarhat
Kolkata – 700 161

IT/01/04

11 Jul 19

The Director General
{for Director (IT)}
Coast Guard Headquarters
National Stadium Complex
New Delhi – 100 001

UPLOADING OF VENDOR REGISTRATION FROM ON CG WEBSITE

1. This Headquarters is in a process of registering new vendors. Advertisement pertaining to registration of vendors will be published in leading local newspapers. New registration form is required to be uploaded on CG Website for vendors to access and apply for registration.
2. In view of the above, it is requested that enclosed vendor registration form may be uploaded on CG Website.



(Nidhi Gupta)
Asst Commandant
Regional IT Officer
for Commander
Coast Guard Region(NE)

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

Existing Register Vendor (Attached photo copy of certificate)

New Vendor

1. Name of the firm/company : _____

2. (a) Head Office / Registered Office : _____
(If outside Kolkata) _____

Mobile No. : _____

E-mail. : _____

Web site (if any) / **CPPP Id** : _____

Date of Establishment : _____

(b) Local branch office in Kolkata : _____

Mobile No / E-mail. : _____

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

E-mail/Mobile No. : _____

4. Name of Contact person : _____

Mobile No/E-mail. : _____

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"/> | |
| (f) MSME firm | <input type="checkbox"/> | |
| (g) MSME (SC/ST) | <input type="checkbox"/> | |
| (h) MSME (Women Enterprises) | <input type="checkbox"/> | |

6. Nature of Business (Tick as applicable):

Manufacturing Dealership Fabrication
Stockiest Indian Branch office of OEM
Supplier/Retail 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 (incl CPP, shafting, gauges) Heavy motors Seamanship Gears
Mariner's Instruments Computer/IT Diving Equipment (Comprs, OBMs, diving gears)
General Paints Ropes Crockery/Messtraps
Clothing items (incl Uniform items) Furnishing Medical/surgical 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) 2016-17 _____
(b) 2017-18 _____
(c) 2018-19 _____

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 : _____

* Details of five major supply orders successfully completed.

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. : _____
(if applicable)
- (g) PAN No. : _____
- (h) Registered with DGS&D or NSSIC : _____
(Copy of certificate to be enclosed)
- (j) GSTIN : _____

11. Bank details (for "E" payment) (including Branch code, IFSC code, MICR code 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 (*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 Remarks	Monthly Production	
		<u>(Give number of shifts)</u>	
		Present Capacity available	Spare Capacity

Present Production
Production under Development
Future plan for Development

Signature
Name of firm

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