

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

CGR/LPC (W)/VEN/REG/23

Date: 29 11. 22

**NOTICE FOR REGISTRATION OF
MUMBAI BASED VENDORS**

This Headquarters will be carrying out the registration of Mumbai based vendors in Indian Coast Guard for supply of items/goods used in Marine environment such as Stationary, 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 on website www.indiancoastguard.gov.in under link HQCGC(WS)/West/Tenders/Vendors Registration. Interested/ Capable firms having MSMEs, DPP & GeM registered certificates are required to download the form from the above site. Registration fees (non-refundable) ₹ **25000+18 % GST** for Large Scale Industries and ₹ **10,000+18% GST** for MSME firms. Duly filled forms along with requisite documents should reach this Headquarters by **19 Dec 22**. It may be noted that only Mumbai based vendors can apply for registration process. For more details kindly contact Local Procurement Cell, RHQ (W) at 022- 24373181/24385746.

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

VENDOR REGISTRATION FORM
(To be filled and submitted by the Vendor)

- Note** (a) Vendor is to sign all the pages of application and enclosures along with the stamp.
(b) All enclosures is to be serially numbered and linked with relevant paragraphs.

1. Name of the firm -
2. Address -
 - (a)
 - (i) Registered Office with Pin code -
 - (ii) Telephone Number with STD Code -
 - (iii) Mobile Number -
 - (iv) Fax -
 - (v) Email -
 - (b)
 - (i) Factory/ Works with Pin Code -
 - (ii) Telephone Number with STD Code -
 - (iii) Mobile Number -
 - (iv) Fax -
 - (v) Email -
 - (c)
 - (i) Branch (if any) With Pin Code -
 - (ii) Telephone Number with STD Code -
 - (iii) Mobile Number -
 - (iv) Fax -
 - (v) Email -
3. Date and year of Establishment/ Incorporation -
4. Category of Industry - Large/ MSME
5. Nature of Company - Proprietary/ Partnership
Private Ltd./ Public Ltd.
6. Name of Proprietor/MD/Partner
(Specify Gender: M/F) -
7. Whether the Proprietor/MD/Partner is SC/ ST - Please specify
8. Whether the Proprietor/MD/Partner is
Physically handicapped - (YES/ NO)
9. Nature of Business -
(Whether Manufacturer, Service provider,
Sub-Contractor, Authorised Agent, Trader)

10. Specify place and category of registration being applied for -
11. Details of Registration with other Govt Organizations -
(Attach copies of only valid Registration Letters/ Certificates)
12. In case you are a Trader:-
- (a) Whether you are registered under shop establishment act certificates. If yes, attach Photostat copy.
- (b) Register of Companies incorporation certificate with photostat copy.
- (c) Attach documentary evidence of purchase of office, shop and go-down.
13. (a) Sales Tax Regd. No. with Photostat copy. -
- (b) TIN/CST Regd. No. with Photostat copy. -
- (c) GST No. with Photostat copy. -
- (d) Permanent Account No. -
14. Has the firm got ISO Certification - Yes/No
(If yes, give details along with copy of certificate)
15. Details of firm's financial status (in Rs.).
- (a) Capital Outlay/ Working Capital of the firm -
- (b) Solvency -
- (c) Net Worth -
- (d) Annual Turnover (for last three years) -
- (e) Financial Ratios (Current Ratio, Acid Test Ratio and Debt to Total Asset Ratio) -
16. (a) Name of Bankers, A/c No & Address with Pin code -
- (b) Telephone Number with STD Code -
- (c) Fax -
- (d) Email -
17. Details of manpower employed as per following format:-
- (a) Executive/ Technical/ Supervisory/ Administration Staff.

Sl	Name	Designation with details of nature of work carried out	Date of employment with firm	Qualification	Experience	Remarks

- (b) Skilled/ Unskilled Permanent Workers.

Sl	Name	Designation with details of nature of work carried out	Date of employment with firm	Qualification	Experience	Remarks

(c) Skilled/ Unskilled Casual Workers

Sl	Name	Designation with details of nature of work carried out	Date of employment with firm	Qualification	Experience	Remarks

18. Details of Sub-Contractors as per following format:-

Sl	Name of Firm, Address, Tele no.	Contact Person	Nature of Work offloaded by firm	Past Experience (period working with firm)

19. Attach copies of following documents:-

- (a) Audited Balance Sheets, Profit & Loss A/c with total accumulated losses, if any and financial ratios (Current Ratio, Acid Test Ratio and Debt to Total Asset Ratio) for last two years, duly certified by Chartered Accountant.
- (b) Firm's annual turnover for last two financial year
- (c) Net worth
- (d) Copy of firm's MSME/ Large scale industry registration certificate (as applicable)
- (e) Source of finance with borrowing limit & bank guarantee
- (f) Latest bank solvency certificate
- (g) Income Tax Returns for last two financial years
- (h) GST Registration Certificate
- (j) Military Receivable Order of assessment fee of requisite amount deposited to the Govt. at the time of application
- (k) Latest Receipt of EPF/ ESIC contribution of permanent employees.
- (l) Copies of latest partnership deed or affidavit of sole proprietorship
- (m) Relevant information with complete details about sister concerns/ subsidiaries, if any.
- (n) Experience details (as per column 21 below).
- (p) An Affidavit w.r.t. the fact whether any of the relatives of the proprietor/ partner of the yard is in employment of Coast Guard. If yes, provide details
- (q) An affidavit to the effect that the firm is not banned/ blacklisted/ debarred for registration by any Central/State Govt Depts/ PSUs.

20. Details of important facilities & infrastructure as per following format:-

Sl	Description of Eqpt. & Spec	Capacity	Make & Model	Qty	Date of Purchase
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21. Past Experience / Principal Customers

Sl	Name & Address	Job Undertaken	Work Order/Contract No. and Date	Contract value
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22. Future Plan (if any) in respect of expansion:

Declaration

I/ We confirm that the information furnished above is correct. In the event of any information given by me/ us is found incorrect/ false at any time, I/ We understand our registration will be cancelled without notice, besides any other appropriate action against me/ us.

Signature

Name

Seal of the firm

Date :

Place :

Note This application (in duplicate) is to be submitted to concern Coast Guard District Headquarters, where the vendor intends to be registered. After scrutiny, if it is decided to carryout capacity assessment, the firm will be suitably informed about date of visit of assessment team to firm's premises.

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VENDOR REGISTRATION FEES

1. It is intimated that as per the provisions of para 16.6 (a) of JS guidelines 015:2018 (Fourth revision) issued by Ministry of Defence, the following non- refundable fee is chargeable for those firms seeking registration with ICG. The details of the fees are as follows:-

- (a) Large Scale Industries – Rs 25,000 + 18 % GST
- (b) MSME – Rs 10,000 + 18% GST

2. Accordingly, the firms were directed to deposit the fees at the following account and submit the payment details along with application.

- (i) Account no : 10136575108
- (ii) Accounts name : PCDA(N)'S SBI
- (iii) Branch Address : Wodehouse Road, Colaba, Mumbai
- (iv) IFSC Code : SBIN0000572

or

- (i) RBI Account no : 4031000006 for preparation of MRO

3. Firms were advised to deposit the 18% GST as appropriate directly with the GST authority under reverse charge using firms GST no.