BURN STANDARD COMPANY LIMITED

22B, Raja Santosh Road, Alipore, Kolkata – 700027

[A Government of India Undertaking under Ministry of Railways]

VENDOR REGISTRATION FORM (for supplies) **Page No. 01**

[fill up only those points which are applicable; use enclosures wherever necessary]

Office use only
Regn. No.

DETAILS OF SUPPLY (to indicate items only)

1.i) **Name of the Supplier** :

ii) Type of the Organization :

Sole Proprietorship	Partnership	Private Ltd. Co.	Public Ltd. Co.

iii) Name of contact Person : Designation:

2. **Registered Address** :

Head Office :

Telegraphic Address :

Phone No. : Telex No. Fax No.

Address of Branch (es) :

1.

2.

3.

3.i) **Whether registered under** :

a) The Indian Companies Act, 1956 Yes No

b) The Indian Partnership Act, 1932 Yes No

[if unregistered under the above, Constitution of the Company / Firm to be enclosed]

ii) **Name and Address of Proprietors / Partners / Chief Executives / Directors :**

Name	
Status	
Address	
Phone	

Telex	
Fax	

iii) **Annual Turnover of previous 2 F/Y & Current F/Y :**

F/Y –

Total Turnover	Turnover In W / Bengal	Exports Turnover

F/Y-

Total Turnover	Turnover In W / Bengal	Exports Turnover

F/Y –

Total Turnover	Turnover In W / Bengal	Exports Turnover

iv) Documentary Evidence, if any , regarding financial soundness of the company / firm

v) Whether any relations of Sole Proprietor / Partner / Director working in Burn Standard

YES	NO

vi)

If yes, Name of the person	Designation	Unit of BSL	Relationship

Whether measuring gauges & equipments are calibrated at regular intervals :

YES	NO

4. **Information required in case of MANUFACTURERS :**

i) Address of Factory(ies) with Phone, Telex , Fax Nos. :
[to enclose documentary proof of ownership]

Address	**Phone**	**Telex**	**Fax**
1.			
2.			
3.			

ii) Registered under India Factories Act, 1948 ? | YES | NO | If Yes, Registration No. :
Registration Dt. :

iii) Registration under N.S.I.C. ? | YES | NO | If Yes, Registration No. :
Registration Dt. :

iv) Authorized to issue ISI Marks ? | YES | NO | If Yes, Name of Items :

v) SSI Registration No. : Dated:

vi) R.D.S.O. Registration No. : Dated: Validity: (Enclosed Copy)

vii-a) Details of Factory(ies) :

Location (Factory)	Particulars of Machines	Capacity (Machines)	Other Facilities	Testing Facilities	Installed Capacity	Normal Capacity	Operational Under erection

-b. Details of Manpower :

Location (Factory)	Skilled Labour	Unskilled Labour	Technical Persons	Other Staff	Total	Remarks

-c. Details of Products Manufactured :

Location (Factory)	Prompt(s)	Specification	Prod. Capacity (per annum)	Other Particulars found relevant

-d. Quality Control facilities, incl. Laboratory & Inspection facilities (to enclose if necessary)

-e. Brief particulars of Material Handling equipment's available :----------

-f. Test Certificate, if any , of products tested by National Test House : (to enclose Photostat copies)

Product	Certificate No.	Date	Product	Certificate No.	Date	Remarks

-g. Excise Registration No. [ ] Division [ ] Range [ ]

-h. Details of arrangements, if any, for rendering after-sales service at Burn Standard Co Ltd as well as at different places within India, to meet various requirements of customers of the Co. [to furnish in enclosure]

5. Information required in case of AUTHORISED DEALERS/ DISTRIBUTORS/ STOCKISTS/ IMPORTERS

i.Name of Manufacturer	Specification of brand	Stores / group of stores	Address of Manufacturer	Phone	Telex	Fax

ii. Other details of dealership/ distributorship [to enclose photocopies of letters of Authority /Current Agency Agreements of manufacturer giving appointment as dealer / distributor].

iii. Details of agreements, if any, for rendering after-sales service at Burn Standard Company Limited, as well as a different places within India, to meet various requirements of customers of the Co.[to furnish in enclosure].

iv. Details of godown (s) / warehouse (s) :

Address of godown (s) / warehouse	Phone	Group of Stores	Manufacturers	Avg. qty. stored

v. Whether Direct Importer and Stockiest YES NO [if yes, to attach documentary evidence in support]

6. Name of Important executives of the company / firm :

Name Designation Address Phone

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7. Whether adequate Insurance coverage in respect of :

Commercial / business assets : YES NO Factories : YES NO

Godown / Warehouse : YES NO Vehicles : YES NO

8. Name / designation of persons authorized to sign Quotations, Challans, Bills, Receipts, other business documents :

Name	Designation
1.	
2.	
3.	

Name	Designation
4.	
5.	
6.	

9. Details of Bankers : [to enclose documentary evidence, where applicable]

Name of the Bank	Branch	Details of L / C facilities	Details of cash Arrangements

10. Whether enlisted as approved supplier with : Govt. Depts. / PSU S / other :[to enclosed Documentary evidence]

Name of Company	Regn. Particulars	Class of stores for which regd.	Other details, If any

11. Whether executed any order placed by the Company / Govt. Depts./ PSUs / Others :

Name of Company / Dept. etc.	Purchase Order Ref.	Class of supply / services	[to enclose documentary evid.]

12. Central Sales Tax Registration No. State Sales Tax Registration No.

13.i. Whether executed any order placed by Burn Standard Co.Ltd (BSL) : YES NO

ii. If yes, whether business with Burn Standard Co Ltd is continuing as on date : YES NO

iii. If no, reason for discontinuing business with BSL :----------

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iv. BSL Purchase Order (s) under execution, if any :

Purchase Order No. Date Amount :

Purchase Order No. Date Amount :

v. Value of Business with BSL :

2009-10 : Rs. 2008-09 : Rs. 2007-08 : Rs.

2006-07 : Rs. 2005-06 : Rs. 2004-05 : Rs.

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vi. Any sister concern under same ownership : YES NO

If Yes, whether in business with BSL: YES NO

If Yes, name(s) of such concern :----------

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vii. Amount of business willing to execute at a time : Rs. Lakhs.

14. Trade License ref. Anti-Pollution Clearance Cert. Ref.

15. Turnover Tax Declaration / Payment document : [to enclose]

16. Whether agreeable to pay Security Deposit, per Contract & if required, at following rates: [Changeable] | YES | NO |

17. **Application Money: Demand Draft / Pay Order No. Date Amount: Rs.**

18. **TO ENCLOSE IN ALL CASES:**

A] Income Tax Clearance Certificate [Current]
B] Sales Tax Clearance Certificate [Current]
C] Latest annual report / balance sheet
D] Any other information / document which right be found relevant

Seal of
Company or Firm

Date :

No. of Enclosures :

Signature : Proprietor / Partner /
Director / Mng. Director
Constituted Authority.