

# MAHARASHTRA METRO RAIL CORPORATION LIMITED

(Joint Venture of A Govt. of India & Govt. Of Maharashtra)



## Form of application for use of firms in India for enlistment as approved vendor for NMRCL

S. No.	Particulars	To be filled by the Applicant
1.	Name of firm/company whether Private/Public/Government/Non-government	
	Address of head office	
	Telephone no.	
	Email	
	Address of Branches:	
	a. Proprietors name and address Full details of other undertakings owned/ controlled by the proprietors	
	b. Partners Name address and percentage of shares held	
	Connection between the undertaking and others, if any other undertakings with name and address and their registration no. with concerned Metro for various groups of stores	
	c. Director's Name and Address	
	i. Is it subsidiary of Indian company/foreign company with particulars of the parent/ holding company?	
	ii. Board of Directors(Name and Address)	
	iii. Other companies, if any, in India which are subsidiaries of the parent company	
	iv. In which companies directors have financial interests or are represented on boards of other companies with name and address and full particulars about the registration No. concerned with Metros for various groups of stores.	
	v. Stores manufactured/handled with details of specification to which these are manufactured/stocked by you as well as your subsidiaries	
2	Items or items of store giving reference to trade groups code no. of the attached list for which enlistment/registration is desired.	
3	Is your firm incorporated under companies' law or any other law of India? If not who are the partners/proprietors(give name and address)	
	a. Is your firm registered under Indian Partnership Act 1932?	

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	b. Is your firm registered under Indian Factories Act, 1948?	
4	Does your firm come under the scope of Industries (Development & Regulations) Act, 1951 & if so, the no. and date of registration of license held under the Act.	
5	If the firm is registered under the Indian companies Act, 1913/1956,	
	a. Name in which registered	
	b. Name of registrar and place	
	c. Date of registration, date and number on the registration certificate	
	d. Subscribed capital	
6	If the firm is registered under the Indian Partnership Act, 1932 or any other act requiring the registration of firm/ partnership	
	a. The name in which it is registered	
	b. The place of the registrar	
	c. Date of registration, date and number on the registration certificate	
	d. Name and address of partners and extent of their shares	
	e. Whether under partnership deed any one partner has been authorized to sign and bind the firm in all contractual obligations including power to refer cases for arbitration. If not whether a separate power of attorney exists in favor of particular to perform such functions. In later case a copy duly signed by a Notary Public should be submitted.	
7.	The name and address of the proprietor and all the partners and the nature and extent of their interest in Joint business( In case of joint Hindu family give name of all persons who have interest in business)	
8.	Income Tax circle/ward/district in which the concern and each of its proprietor are assessed to income tax and G.I.R. No. of each	
9	If you are a manufacturer	
	a. Location of manufacturing works/ factory owned (Documentary evidence of ownership must be produced)	
	b. Brief description of the factory	
	c. Whether the firm comes under the scope of industries Development & regulation Act 1951 and if so, the no. and date of registration of license held under the act.	
	d. Details of manufacturing plants and machinery erected and functioning in each department	
	e. Whether the process of manufacturing in factory is carried out with aid of power or without it.	
	f. Details of stores or class of stores with which the factory is equipped	
	g. Whether stores were tested to any standard specifications, if so provide copies of test certificate	
	h. Details of arrangements for quality control of product such as laboratory etc.	



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S. No.	Particulars	To be filled by the Applicant
	i. In case you do not own the factory but utilizes the factory of some other firm for manufacture/fabrication of the stores for which you apply for registration, on lease or other basis, you should furnish a valid legal agreement that factory of .....has been put up at your disposal for manufacturing/fabrication of the stores for which registration has been applied for.	
	j. In case of firms who are accredited agents of any manufacturer, they are requested to furnish an attested copy of their Agency Agreement with manufacturers concern	
10	Classes of articles imported by the firm	
11	Classes of imported articles normally stocked by the firm	
12	State particulars with value (approximate) and date of any contract (of considerable magnitude) executed in the last 5 year by your firm for the industries and supplies or local body.	
13	Recognized cottage industries and small scale industries Units should submit a certificate from the regional director of the unit in support of their statement	
14	Are you on the approved list of Director general Suppliers and disposals and if so give details of items for which enlisted and registration no. and date.	
15	If you were an approved vendor of any other Metro give registration No and items for which registered.	
16	If you were an approved vendor of Railway/any other government organization, give registration No and items for which registered?	
17	Who are your bankers? Give complete addresses, further remarks if any	
18	Further remarks if any	
19	Do you pay income tax if so, income-tax clearance as perform enclosed be furnished.	

I/We .....do hereby declare that the entries made in this application form are true as per best of my knowledge and also that we shall bound by the act of my/our duly consulted attorney.

Mr.....who has signed this application and of any other person who in future may be appointed by me/us in his stead to carry on the Business of the concern whether an information of such changes is given to the NMRCL or not.

Signature of persons signing this application form  
(Proprietor, Partner or Authorised Persons etc.)

All subsequent changes in the constitution of working of a firm affecting the accuracy of the answer now given should be promptly communicated to the NMRCL.

Signature of persons signing this application form  
(Proprietor, Partner or Authorised Persons etc.)

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**CHECKLIST FOR THE APPLICATION OF VENDOR REGISTRATION**

Sub: - Application of registration from M/s .....

S.No	DOCUMENT TO BE SUBMITTED ALONG WITH APPLICATIONS FORM FOR VENDOR REGISTRATION	Ref. Page Numbers/ Annexures
1	Copy of following documents	
	i) Registration with Registrar of Firms	
	ii) Certificate of incorporation (shop/commercial Establishment/factory Act.	
	iii) GST Registration Number(s)	
	iv) Copy of GST Certificate(s)	
	v) Copies of PAN No., TAN No. & TIN No	
	vi) Copy of Vendor registration certificate issued by <b>Metro/Railways/RDSO/ any Government Organization.</b>	
	vi) Copy of ISO Certificates	
	vi) Copy of ISI Certificate for product offered for Vendor Registration	
2	<b>Attested copy</b> of Partnership deed (in case of partnership firm)	
3	In case of Limited company ( <b>Provide following duly signed and stamped</b> )	
	i) Memorandum and Article of Association	
	ii) Certificate of incorporation	
	iii) List of sitting Directors	
	iv) Last three years Annual report	
4	Following documents <b>duly signed</b> by CA and Director/Partner /Proprietor <b>and Stamped for last 3 years:</b>	
	i) Last three years Profit and Loss account statement	
	ii) Last three years Balance sheet	
5	Performance certificate (duly signed and stamped) showing details of contracts executed/supplied in past 5 years ( <i>give Description, details of Pos, order quantity, value of PO, quantity supplied, date of supply, receipt note or receipted challan No. &amp; date</i> ) against contracts executed/supplied in Major Project works of Any <b>Metro Railway Projects/Railways/Government Organisations.</b>	
6	Details of plants and Machinery and Production capacity	
7	Details of testing facilities available in the plant for the material offered for Registration and enclose copies of manufacturers Test certificates and Third Party Test Certificates as supplied to Any <b>Metro Railway Projects/Railways/ Government Organisations.</b>	
8	Details of Trade groups of items for which Registration is required with Justification for demand of trade groups duly stamped and signed by authorized signatory (separate sheet for each trade group is required as per Annexure-I of application form)	
9	List of your clients	

Seal & Signature of the applicant



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## ANNEXURE-I

### Justification for demand of Trade groups/Additional Trade groups

(Separate Sheet for each trade group is required)

Description	Remarks with References page numbers / Annexures
Trade Group Number & Description	
Detailed description of product as per trade group	
Reason for demanding this trade group :- (a) List out the item (s) offered for Vendor Registration falling this trade group.	
(b) As manufacturer :- (i) What are the machines available for manufacturing of above items (ii) Quality control arrangement. (iii) Whether covered by standard specification.	
(d) Performance certificates of supplies to Metro/Railways & any other Govt. organizations	

S.No	Description of Item/ Product	Purchase/Work Order Reference Number & Date	Supply order Quantity.	Delivery/ Supply period	Value of Supply of product (s)	Supply details (Project & Client)
1.						
2.						
3.						
..						

Authorized Signatory

Place:

(Seal & Signature of the applicant)

Date: