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|  Hindustan Shipyard Ltd., (A GOVT. OF INDIA UNDERTAKING) AN ISO-9001 COMPANY GANDHIGRAM VISAKHAPATNAM-530 005, INDIA | Tele: (+91 - 891) - 9492892214 Telefax: (+91-891) 2577502, 2577356. E-mail: purchase@hslvizag.com Web: www.hsl.nic.in |
| | Regd. Office: 209,209A,Vikram Tower, 16, Rajendra Place, New Delhi-110008 |

TO BE NEATLY TYPED:**SL.NO:- SE**

| APPLICATION FORM | |
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| FOR ENLISTMENT IN THE LIST OF APPROVED CONTRACTORS | |
| (To be filled in by Purchase Department of Hindustan Shipyard Limited, Visakhapatnam) | |
| Application No. & Date | Supplier Code No. |
| DD NO. & DATE | AMOUNT |
| NAME OF THE BANK | |
| PLACE | Initial of the Officer |
| (To be filled in by the Contractors) – Please indicate against each entry, page numbers of annexures) | |
| 1. a. | Name of the Firm / Company / Contractor |
| b. | Established on |
| c. | Photostat copy of the Category Industrial Licence to be furnished: |
| d. | Details of "LICENSED CONTRACTOR" Certification held: (enclose copies) |
| | 1. |
| | 2. |
| | 3. |
| e. | Give particulars of SERVICE TAX / WORKS CONTRACTS Tax/ P.A.N. Registration |
| | Service Tax NO. : |
| | WCT – NO.: |
| | P.A.N. NO. |
| f. | Layout of Factory & Office |
| | ENCLOSED - YES / NO |
| 2. | Address (Phone No, Telefax, Mobile, E-mail etc.) |
| a. | Office: Address: |
| | TEL: |
| | FAX: |
| | MOBILE: |
| | e-mail: |
| | Web Site: |
| b. | Works / Factory Address: |
| | TEL: |
| | FAX: |
| | MOBILE: |
| c. | Local Branches (if any) ADDRESS: |
| | TEL: |
| | FAX: |
| | MOBILE: |
| 3. | Name & Address of the Proprietor / Partners / Directors |
| | TEL: |
| | FAX: |
| | MOBILE: |

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| 4. | Authorized Capital | |
| 5. | Subscribed share capital | |
| 6. | Bank Reference Certificate certifying financial soundness of your firm. | |
| 7. | Income Tax particulars, copy of latest Income Tax Clearance Certificate | ENCLOSED / NOT ENCLOSED |
| 8. | Annual Production / Turnover (Balance Sheet) (in Rupees) duly certified by your Auditors is to be furnished. | |
| 9. a. | Particulars of Staff & their Qualifications | ENCLOSED / NOT ENCLOSED |
| b. | List of Equipment & Machinery installed in your factory/works | ENCLOSED / NOT ENCLOSED |
| 10.1 | DETAILS OF REGISTRATION WITH | (Copies of Vendor Regn. Certificates to be enclosed) |
| a. | Government of India | |
| b. | State Government of India | |
| c. | Public Sector Undertakings | |
| 10.2 | Were you at any time black listed by: | |
| a. | Government of India | |
| b. | State Government of India | |
| c. | Public Sector Undertakings | |
| 11. | Small Scale Industries have to furnish the following additional information whether they are registered with NSIC, New Delhi (OR) Small Scale Industries Dept. of the State in which the firm is situated. | |
| i) | Photostat copy of NSIC / SSI Registration issued by the Industries Department of the State in which the firm is located or by NSIC, New Delhi (English version only). | ENCLOSED - YES / NO |
| ii) | Investment in Plant & Machinery | Rs. |
| iii) | Annual Production Capacity | |
| iv) | No. of persons employed | |
| 12. | Details of Important orders executed by your firm during the past 3 years with any of the following: (Copies of work orders to be enclosed) | |
| a. | Department of Government of India | |
| b. | State Government | |
| c. | Public Undertakings | |
| 13.a. | Were you already enlisted in the list of our approved suppliers (Quote Registration No. & Date – enclose copy of certificate issued) | |
| b. | In case you are already in the list of our Approved suppliers, furnish details of the important orders executed by you during the past 3 years. | ENCLOSED / NOT ENCLOSED |
| 14. | Are you a New Entrant | YES / NO |

| | | |
|-----|---|----------------|
| 15. | During past 12 months, were you subjected to penalties for delayed deliveries. | |
| 16. | Particulars of orders cancelled, if any due to lapse on your part. | |
| 17. | Contractors should indicate the work for which they intend registration with us. (Proof of previous experience to be submitted) | 1. 2. 3. |
| 18 | Particulars of Digital Signature Certificate held by your firm | |

I am the Managing Director / A Director / Person Authorised to sign on behalf of the said Company / Firm / Shop. I do hereby declare that the information furnished in the application is true and correct to the best of my knowledge. . We are hereby also undertaking to register for e-procurement as and when advised by HSL and comply with the requirements therefor.

Place:

Date:

SIGNATURE OF THE APPLICANT
(Affix Seal / Rubber Stamp)

IMPORTANT NOTE:

- Incomplete applications and without the prescribed fees or not complying with instructions are liable for rejection and no further correspondence on the subject will be entertained.
- The DGM(P&M) reserves the right to reject any application for Registration without assigning any reasons whatsoever.
- The DGM(P&M) also reserves the right to issue enquiries to parties other than those who are in our list of Approved Contractors.
- If space is inadequate in any column, enclose separate Annexures.

DOCUMENTS TO BE ENCLOSED:

1. Partnership Deed/Articles of Association/Memorandum of Association etc., **(Notarized)** or Certificate of Incorporation/ Registration of Company /firm /Industry as applicable **(Notarized)** / Registration with NSIC / SSI **(Notarized)**
2. Certificate from P.F. Authorities. **(Notarized)**
3. Service Tax / Works Contract Tax Registration Certificate **(Notarized)**
4. Photostat copy of Latest Income Tax Clearance Certificate / PAN Number **(Notarized)**.
5. Relevant Licenses from appropriate licensing authority to undertake works as "LICENCED CONTRACTOR", in respect of works for which registration is sought. **(Notarized)**
6. Statement of Balance Sheet for last three years duly certified by your Auditors. **(Notarized)**
7. Bank reference certificate from Nationalised Bank certifying financial soundness of your firm. **(Original)**
8. Copies showing the particulars of staff with their qualifications / experience and qualifying trade / skill certificates for skilled personnel in relevant trades.
9. Statement of List of works for which Registration is sought.
10. Copies of the list of Machinery / Tools/ Equipment to be deployed
11. Copies of Vendor Registration with Govt. / PSU organizations **(Notarized)**
12. Experience if any –Furnish your client list and copies of orders executed by you **(Notarized)** during the Past Three Years together with related invoice **(Notarized)** copies to be furnished in support of your experience.
13. Registration Fees Rs.5,000/- payable by D.D. at Visakhapatnam drawn in favour of M/s.Hindustan Shipyard Limited, to be enclosed.

NOTE: Application without the above listed documents will be summarily rejected.