

**NEAP LIMITED, NEPANAGAR.
(A GOVT. OF INDIA UNDERTAKING)**

Vendor Registration/Enlistment Forms

PLEASE DOWNLOAD THE APPLICATION FORM I & FORM II.

**ALL VENDORS MUST FILL IN BOTH FORM I & FORM II AND
SUBMIT THE SAME WITH A, D.D. OF Rs.500/- AS A
REGISTRATION FEE IN FAVOUR OF NEPA LIMITED NEPANAGAR
PAYABLE AT SBI NEPANAGAR.**

**Inviting Applications for Registration of Vendors for the below
mentioned products and / or to carry out Jobs / Works / Services**

List of Products

List of Jobs / Works / Services

**Details are called from interested parties for being short-
listed & considered for enlistment as vendors.**

**Applicants shall be short-listed for further consideration, after
evaluation by the designated team from the Company, whose
decision would be final.**

Note: MSEs/SSI/NSIC-May please submit Enlistment certificate.

FORM-I

A. General Information :

Name*	<input type="text"/>
Address*	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text"/>
Pincode*	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-Mail*	<input type="text"/>
PAN No.*	<input type="text"/>
Central Sales Tax No.	<input type="text"/>
State Sales Tax No.	<input type="text"/>
PF Registration No.	<input type="text"/>
ESIC Registration No.	<input type="text"/>
Can you provide Income tax Clearance Certificate if asked for?*	<input type="checkbox"/> Yes <input type="checkbox"/> No

Form below need to be filled by the Existing Vendors only)

B. Other details		
1	Whether the applicant is already registered in this organization	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Whether the applicant has any sister concern registered in this organization?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Name of the sister concern :	
3	Whether the applicant is a partner / major shareholder of any firm registered in this organization?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Name of the Firm :	
4	Whether the applicant has executed any works in the past for Nepa Ltd? Location : Category : Agreement / PO.No. : Date : Value :	<input type="checkbox"/> YES <input type="checkbox"/> NO <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
5	Whether the applicant has been blacklisted or removed or de-registered from the approved list or demoted to a lower class by any organization in the past? Name of organisation : Date of Blacklisting :	<input type="checkbox"/> YES <input type="checkbox"/> NO
6.	Whether the applicant has gone for Arbitration/Litigation for any of the past works with any organisation? Name of Organisation : Work :	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Nature or Arbitration :	
7	Whether the applicant has any dismissed employee of Nepa Limited in his employment?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Names of dismissed employees	

I certify that the above information is correct.

Signature of the authorized person

Name :

Place :

Date :

FORM-II
Nepa Limited, Nepa Nagar
Vendor Data Form For Registration

1	Registered Name of the Firm	
2	Legal Status of the firm	Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/>
3	Year of Establishment Registration date Registration No	Under Companies Act Small Scale Industries Act D.G.T.D
4	HO / Registered Office Contact Person Address Phone No. (office) Phone No. (Residence) Fax No. Mobile No. E Mail	
5	Address of the Factory if more than one, give location wise	
6	Year of Commencement of Production	
7	Capital Investment	
8	Details of Past Performance : Annual Turnover (Rs. Lakhs)	2011-2012 <input type="text"/> 2012-2013 <input type="text"/> 2013-2014 <input type="text"/>
9	<u>Financial Position</u> Name of Bankers & A/c No BG Limit Proposed Fund Source	
10	<u>Income tax Details</u> PAN No. Last Assessment Order Year (Enclose photo copy of PAN CARD)	
11	<u>Sales Tax Registration Details</u> 1. ST NO. 2. CST NO. 3. VAT NO.	<input type="text"/> <input type="text"/> <input type="text"/>
12	Details of the products / services / facilities available at your firm / Company. (Please attach separate list if necessary)	
13	<u>Size of Company</u> No. of Persons Employed	Factory : Office :
14	<u>Associate Companies/ Units</u> NAME & Address E-mail Contact No.	

**15. Have you received any quality system certification and Awards etc.?
Quality Policy / System, if any (ISO or similar)**

Yes / No (If yes, please attach the certificate copy)

16. Sources of Raw Material/ Products / Services / Works (Name & location)

17. Annual Production Capacity

Please give item-wise break up in separate sheet.

**18. Mention total area of storage shed for Raw materials and finished
Products:**

Raw material: Finished goods

**19. Are you supplying your products and / or services to any other
PSUs and Govt. Departments etc.?**

Yes/No

(If Yes, Please mention the following)

1) Details of Current Contract:

2) Total Quantity:

3) Value of latest contract:

4) Period of Contract

5) Vendor ratings for past 3 years (enclose copies)

**20. Please specify the Licenses applicable / obtained for your unit (copies
to be enclosed)**

21. Please provide references of at least three customers served that you are quoting for.

(a) Customer Reference - Name - Address - Contact Person - Telephone No. - Fax No. - E Mail

- Approximate billing range - Year from which the customer is being serviced

(b) Customer Reference - Name - Address - Contact Person - Telephone No. - Fax No. - E Mail

- Approximate billing range - Year from which the customer is being serviced

(c) Customer Reference - Name - Address - Contact Person - Telephone No. - Fax No. - E Mail

- Approximate billing range - Year from which the customer is being serviced

I certify that the above information is correct.

Signature & seal of the authorized person

Name : Place : Date :

For Nepa Limited use only.

The Vendor / unit is having valid licenses and approvals required as per law and shall conform to applicable rules & regulations. The vendor shall be ready to submit copies of PAN certificates, copies of balance sheet and other documents as the corporation may require for assessment.

Recommended / Not Recommended for empanelment.

Note: Corporation reserves the right to reject applications which are incomplete or not meeting the specified criteria.