

	Hindustan Shipyard Ltd., (A GOVT. OF INDIA UNDERTAKING) AN ISO-9001 COMPANY GANDHIGRAM VISAKHAPATNAM-530 005, INDIA	Tele : (+91) - 9493792214
		Telefax : (+91-891) 2577502, 2577356 E-mail : vendorregistration.hsl@gov.in Web : www.hsl.nic.in

TO BE NEATLY TYPED**SL No.:**

APPLICATION FORM	
FOR ENLISTMENT IN THE LIST OF APPROVED CONTRACTORS	
(To be filled in by Purchase Department of Hindustan Shipyard Limited, Visakhapatnam)	
Application No.& Date	Vendor Code No.
DD No. & Date	Amount INR
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	Name of the Firm / Company / Contractor
a.	Established on
b.	Photostat copy of the Category industrial Licence to be furnished.
c	Details of "LICENSED CONTRACTOR" Certification held: (enclose copies)
d	Give particulars of SERVICE TAX / WORKS CONTRACTS Tax/ P.A.N. Registration
e	Layout of Factory & Office
	ENCLOSED – YES/NO
2	Address (Phone No, Telefax, e-mail etc)
a	Office Address:
	Tele :
	Mobile :
	Fax :
	E-Mail :
	Website :
b	Works/Factory Address:
	Tele :
	Mobile :
	Fax :
	E-mail :
c	Local Branches (if any) Addres:
	Tele :
	Mobile :
	Fax :
	E-mail :
3	Name & Address of the Proprietor / Partners / Directors
	Tele :
	Mobile :
	Fax :
	E-mail :

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	Particulars of Staff & their Qualifications	ENCLOSED / NOT ENCLOSED
a	List of Equipment & Machinery installed in your factory/works	ENCLOSED / NOT ENCLOSED
10.1	Are you registered with any of the following if so, copies of Vendor Registration Certificates are to be enclosed)	
a	Central Government of India	
b	State Government	
c	Public Sector Undertakings	
10.2	Were you at any time black listed by:	
a	Central Government of India	
b	State Government	
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.	
a.	Whether your firm owned by SC/ST if so, please forward documentary proof/certificate	YES / NO ENCLOSED / NOT ENCLOSED
b.	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))	
c	Investment in Plant & Machinery Annual Production Capacity	Rs.
d	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.	Central Government of India	
b	State Government	
c	Public Undertakings	
13	Were you already enlisted in the list of our approved suppliers (Quote Registration No. & Date – enclose copy of Certificate issued).	
a	In case you are already in the list of our Approved suppliers, furnish details of the important orders executed by you during 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 NOTES:

- * 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.
- * Authorised Agents / Dealers cannot represent more than one Principal for the same product / equipment or its substitutes.
- * Separate application is to be submitted for Principals to be registered with HSL.
- * The AGM (P&M) reserves the right to reject any application for Registration without assigning any reasons whatsoever.
- * The AGM (P&M) reserves the right to issue enquiries to parties other than those who are in our list of Approved Suppliers.
- * If space is inadequate in any column, enclose separate Annexures

DOCUMENTS TO BE ENCLOSED:

1. Partnership Deed / Articles of Association / Memorandum of Association. **(Notarized)**
Certificate of Incorporation / Registration of Company / firm / Industry as applicable **(Notarized)** / Registration with NSIC / SSI **(Notarized)**
2. Authorised Vendors / Agents will have to submit proof of currently valid relationship / Authorisation of Principals. **(Original)**
3. Statement of List of items for which Registration is sought (with details of Principal manufacturers for Machinery etc., where relevant).
4. Statement of Balance Sheet for last 3 years duly certified by your Auditors. **(Notarized)**
5. Latest Bank Solvency Certificate from nationalized Bank certifying financial soundness of your firm. **(Original)**
6. Copies of Excise and State & Central Sales Tax Certificates **(Notarized)**
7. Copy of Latest Income Tax Clearance Certificate / PAN Number **(Notarized)**
8. Copies of Rate Contract, if any with DGSD. **(Notarized)**
9. Copies of Vendor Registration Certificates with Govt. / PSU organizations **(Notarized)**
10. Experience if any – Enclose your Client List and copies of orders **(Notarized)** executed by you during the Past Three Years together with related invoice copies **(Notarized)** to be furnished in support of your experience.
11. Registration Fees Rs.5,000/- payable by D.D. at Visakhapatnam drawn in favour of M/s.Hindustan Shipyard Limited, Visakhapatnam to be enclosed.

The above said documents along with file to be sent to the below address:
Addl. General Manager (P&M)
Hindustan Shipyard Ltd, Gandhigram, Visakhapatnam - 530 005

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