

Registration of suppliers in Approved supplier's list of CTTC

Requests are invited from the suppliers of following Goods and service which are specifically required for training and production activities periodically. Interested suppliers may submit their requests mentioning their credentials, manufacturing capabilities, quality control system, past performance after sales service financial back ground etc in the given format on their letter head. The suppliers will be registered for a fixed period of 1-3 years depending on the nature of goods. At the end of this period, the registered suppliers willing to continue with registration are to apply afresh for renewal of registration. New suppliers also be considered for registration at any time provided they fulfil all the required conditions.

Performance and conduct of the registered suppliers shall be reviewed periodically by the dept . The registered suppliers are liable to be removed from the list of approved suppliers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply substandard Goods or make any false declaration to any Govt Agency or for any ground which, in the opinion of the Government, is not in public interest.

List of Goods and Service;

- **Raw material: All Raw materials required for Tool Room.**
- **Cutting Tools and Holders**
- **Measuring Instruments**
- **Oils and Lubricants**
- **Electrical Items**
- **PH Items**
- **Stationery and Printing items**
- **Computer Hardware's**

Suppliers interested for registration may send their request in the attached format along with the supporting document to:

**The General Manger
Central Tool Room & Training Centre
B-36, CNI Complex, Near Infocity, Bhubaneswar-751024**

and also can mail to cttc@cttc.gov.in

CENTRAL TOOL ROOM & TRAINING CENTRE, BHUBANESWAR

APPLICATION FORM FOR REGISTRATION OF VENDORS

(Note: This information asked in Sr.Nos . 1 to 19 & declaration at the end of form is compulsory to all type of vendors seeking registration . The Manufacturers have to full –up all the columns)

1. Name of the firm:

2. Address :

- a) Regd /Head Office :
- b) Branch / Sales Office :
- c) Godown :
- d) Factory / Workshop :

3. Office Branch Godown Factory

- a) Telegraphic Address :
- b) Telephone No / Nos :
- c) Mobile / Pager No /Nos :
- d) Fax No. /Nos :
- e) E-Mail Address :

4 Registration is sought as

**TRADERS/STOCKIEST/SUPPLIER/DEALER/DISTRIBUTOR/ASSEMBLER/
MANUFACTURER /FABRICATOR/SERVICE CONTRACTOR**

5. (a) Stores for which registration is sought .

- (b) Details of Distributor / Dealership of Articles normally stocked & the extent of such stocks indicating separately Imported Articles (types of stores) ,Indigenous & Stocked Articles with Name of the Mfrs & Type of Stores (if applicable)

6. Letter of authority from Manufacturer as sole Distributor /Dealer with details of distributorship /dealership , if applicable .

7. Kind of Ownership

- a) If a Limited concern , Name & Addresses of Directors & Managing Director
- b) If Single Owner, Name & Address of the Proprietor & Manager if any
- c) If Partnership, Name & Addresses of Partners

8. Is your firm registered under?

a) The Indian Companies Act , 1956 as amended (attach copy of Memorandum & Articles of Association)

b) The Indian Partnership Act, 1932 as amended (attach Statement in register of firms showing names of Partners)

c) Indian Factories Act, 1950 (Registration No. & date to be given)

d) Any other Act

9. For any further information , Person(s) to be contacted with Name , Designation Phone (O) (R) & Address

10. GST Registration No. (Attach copies of GST certificate)

11 .Income Tax Registration No. Date (attach latest Income Tax clearance Certificate)

12. References of Defense /DRDO LAB /DGS & D /Govt.Dept with whom you are already registered, with documentary evidence

13. Bankers Name, Address, A/C No.

14. Are you providing after sale services? If so, indicate

a) Warranty Period

b) Scope of Warranty

15. List of Principal Customers with addresses
(With special reference to Defense Contracts with Proof)

16. Brief Description of the Organisation
(I.e. History, Total Area, Present Set –Up, Future expansion Plans, Deptts, Labs, etc)

17. Details of Managerial & Technical Personnel

a) Total no. of employees, Administrative, Technical.
QC Inspectors, Skilled –unskilled Personnel.

b) The min. requirements, experience & qualification laid down for Quality control manager, Supervisors & Inspection staff.

c) Is any member of your staff a foreigner? If yes, give details

d) Training Programme of Staff.

18. Type of Industry: Start Up /MSME / Large Scale Industry

a) In case Micro & Small Scale Industry , registration No & Date along with copy of valid Udyoug Aadhar /MSME/NSIC registration certificate with the list of item registered.

b) In case of Medium Scale /Large Scale Industry,
Factory Number allotted by the Director General of Technical Development/Competent authority

c) Social Category: SC/ST/OBC General:

d) Is the organization Owned By Women: (Yes/No):

19. Manufacturing capacity as approved by Government
(Indicate Industrial Licence No. & Date, Product & Quantity licensed) and Annual Turnover
for last 3 years (Indicate company's financial year & give estimated value for current year)

20. Whether adequate facilities are available for water supply , Fire fighting , Security and if so
give details .

21. Details of stores under production or development

a) Brief details of products manufactured indicating
S.No. Type, Description, Annual production for last three years

(b) Present monthly productions (give No of daily shifts)

(c) Spare capacity available

(d)Product under development

(e) Future plan for development

(f) Basic research programme in hand

22. Has your product been tested by any agency? If so, indicate details
(Copies of quality approval/test certificate /test reports may be enclosed in duplicate)

23. Whether firm is ISO certified or having any other certification?
If so, mention the standards.

24. Foreign collaboration if any:
(Indicate Product, Name & Address of the Collaborator, Year of Collaboration, whether current or
not)

25. Raw Materials:

Indicate Requirements , Period for which reserve stock of raw material is held , Sources of procurement , percentage of indigenous /imported raw materials . If imported raw materials are used , please indicate Brief Description , Estimated CIF Value , % of FE contents in finished product .

26. Details of items for which patents rights of the firm exist .

27. Details of Plants & Machinery, indicating Description, Make, Rating & Quantity.

28. Details of Laboratory & Drawing Office facilities.

29. Inward goods inspection & quality control of raw materials / bought out items .

(a) Available test equipment and facilities in the factory indicating Description, Make, Rating & Quantity.

(b) Assistance from external agencies

1) Description of the Test

2) Name of the agency carrying out the test.

30. Details of test facilities by way of equipment / instrument held by you .

31. Inspection and quality control of finished products

a) Available test equipment & facilities in the factory.

b) Assistance from external agencies

32) **Whether Registered in GeM (Government e Marketplace) Portal: Yes / No**

(i) If Yes, please mention the GeM Seller ID:

33) Average Annual Turnover during Last 3 Financial years (from the date of application for vendor registration): Copy of Income Tax return, Certificate from Chartered Accountant to be submitted.

34) Past Performance: Latest copy of minimum 3 Performance certificate from the clients to be submitted.

35) After Sales Service support is available: Yes/No

33) Any other information you would like to furnish

34) Declaration:

DECLARATION

1. We _____(Name of Partners/Proprietors or share –holders) do hereby declare that the entries made in this application form are true to the best of our knowledge and that we shall be bound by the acts of duly constituted attorney .
2. We also hereby declare that all materials/information related to your product / service shall be treated as CONFIDENTIAL and no information shall be passed on to any unauthorised person without written permission from your end..
3. We also undertake the responsibility to inform all subsequent changed in the constitution OR working of firm , affecting the accuracy of the answers now given will be promptly communicated to your Lab/ Estt .
4. Mr. _____whose signatures are given below is an authorised representative of this firm.

(Specimen signatures of firm’s authorised representative)

Place:
Date:

SIGNATURE OF AUTHORISED SIGNATORY
(WITH FIRM’S SEAL)

Assessed By I/C Purchase

Reviewed by (HOD –Quality)

Approved by General Manager