



**Garden Reach Shipbuilders & Engineers Ltd.**  
**गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड**  
**(A Government of India undertaking, Under Ministry of Defence)**  
**43/46, Garden Reach Road, Kolkata–700024**

**APPLICATION FOR REGISTRATION OF VENDOR**  
**(THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL)**

**PART – I: ADMINISTRATIVE INFORMATION**

1. Name of the firm/vendor:

\_\_\_\_\_

2. (a) Address of registered office (Please do not repeat the name) :

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

Phone \_\_\_\_\_ e-mail ID \_\_\_\_\_

Fax \_\_\_\_\_ STD code \_\_\_\_\_

Contact person details & Mob. No. \_\_\_\_\_

(b) Communication address:

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

Phone \_\_\_\_\_ e-mail ID \_\_\_\_\_

Fax \_\_\_\_\_ STD Code \_\_\_\_\_

Contact person details & Mob. No. \_\_\_\_\_

(c) Address of factory / local branch / stockiest (if any):

\_\_\_\_\_

\_\_\_\_\_ PIN \_\_\_\_\_

Phone \_\_\_\_\_ e-mail ID \_\_\_\_\_

Fax \_\_\_\_\_ STD Code \_\_\_\_\_

Contact person details & Mob. No. \_\_\_\_\_

3. Date of incorporation: \_\_\_\_\_

4. Category of industry: \_\_\_\_\_ (Attach relevant registration documents)

a) Large scale

b) Medium scale

c) Small scale



5. Nature of company: \_\_\_\_\_
- (a) Proprietary
  - (b) Private limited
  - (c) P.S.U.
  - (d) Public limited or ex-serviceman unit.
  - (e) Partnership.

- NOTE: (i) Give name, residential address with telephone of proprietor for (a)  
(ii) Give name designation, residential address of chief executive or Managing Director for (b), (c).  
(iii) Addresses, name, telephone no with partnership deeds (if partnership firm) of partners in extra sheets as Annexure \_\_\_\_\_

6. Nature of business: (Submit supporting documents).

- (a) Manufacturing
- (b) Agency (Trader / Dealer)
- (c) Service

Specify items of Manufacture/Agency/Service for which registration sought:

7. Details of current products and services

(Attach details and literature): \_\_\_\_\_

8. Details of registration with: (Attach relevant copies of registration letters) \_\_\_\_\_

- (a) NSIC / SSI.
- (b) MSME Part – II / MSME Udyog Aadhar.
- (c) MSME Women Enterprise.
- (d) MSME SC/ST.
- (e) DGS&D
- (f) Other Defence Dept.
- (g) Other Govt. Dept.
- (h) Membership of FICCI/ASSOCHAM/CCI / AIMO and/or  
Other Industrial Associations. \_\_\_\_\_

9. Have you already applied for registration to any other shipyard? \_\_\_\_\_

10. If yes, also give the following details:

- (a) Authority to whom applied
- (b) Date



(c) Item applied for

(d) Result of application with details viz registration no. if registered and reasons if not registered

11. Have you got ISO 9001/2000 certificate: \_\_\_\_\_ (If yes give details)
12. ABS/IRS/DNV – Classified Society Registration Certificate ( if yes attach valid Regn. Certificate)
13. Total area of factory / business premises ( with plant layout)

<u>Covered</u>	<u>Uncovered</u>	<u>Bonded space available</u>	<u>No. of Rooms</u>

14. Is the above said Factory: \_\_\_\_\_
- (a) Company owned.
- (b) Partnership.
- (c) Rental.
- (d) Leased.

NOTE: Attach proof of ownership and detail site plan of layout of premises clearly depicting various areas e.g. production area, stores, bond rooms, inspection area etc. In case factory premises are rented/leased attach lease deed and recent rent receipt (within 3 months) and old one (one year or more) and give details of the owner (name, address, telephone / e-mail ID / FAX no)

15. Capital out lay \_\_\_\_\_ :
16. Name of bankers & A/C No : \_\_\_\_\_
17. Address of the Bankers: \_\_\_\_\_
- PIN \_\_\_\_\_, Phone \_\_\_\_\_, Email-ID \_\_\_\_\_,
- STD Code \_\_\_\_\_, Fax \_\_\_\_\_
- Contact person & mob. No. \_\_\_\_\_

18. Electric power sanctioned: \_\_\_\_\_
- a) Installed
- b) Standby (if any)
19. Does your product under verification fall under: \_\_\_\_\_
- (a) Cost audit. (Report) Rules 1968



(b) Fire safety or explosive regulations.

(Give details of license/compliance)

20. Details of manpower employed on date on firm's pay roll : \_\_\_\_\_

(a) Permanent

Category	Post held	Number	Qualification	Total	Service
Technical	Prod. Manager				
	Q.C. Manager				
	Supervisor				
	Testing staff (QC)				
	Workers (skilled)				
	Workers (unskilled)				
Admin	Purchase Manager				
	Accounts Officer				
	Office Superintendent				
	Clerical				

(b) Temporary

Category	Post held	Number	Qualification	Total	Service
Technical	Prod. Manager				
	Q.C. Manager				
	Supervisor				
	Testing staff (QC)				
	Workers (skilled)				
	Workers (unskilled)				
Admin	Purchase Manager				
	Accounts Officer				
	Office Superintendent				
	Clerical				
	Others				

21. Attach copies of documents for:



- (A) GST Registration No of different states (if registered at more than one state) or same state (if multiple registration no obtained in same state). Enclose a copy of the above Registration Certificate. Also fill-up attached format of “Additional Information for Registration of vendors under GST”.
- (B) PAN no
- (C) Date of incorporation document of the firm.
- (D) Valid Trade License.
- (E) Valid factory license.
- (F) Valid labour license.
- (G) Valid Dealership / Authorized Dealership Certificate.
- (H) Pollution control board certificate
- (I) PF and ESI registration certificate and copy of latest challan
- (J) Details of orders received in last 3 years for items under consideration
- (K) Performance report for executed order, for which registration sought
- (L) Income tax returns for the last three assessment years
- (M) Audited balance sheets and profit & loss A/C for last three financial years and total accumulated losses if any
- (N) Solvency certificate from your bank
- (O) Service tax registration certificate and copy of latest challan (*For the items not under purview of GST rule*)
- (P) Valid state, central sales tax registration certificate and copy of latest challans (*For the items not under purview of GST rule*)
- (Q) Relevant information with complete details about sister concerns / subsidiaries, if any
- (R) Have you faced blacklisting/ tender holidays by any PSU in last 5 years? If yes, please give details
- (S) Details in facilities for water, fire fighting, security & medical at your office/factory premises



**PART –II: TECHNICAL INFORMATION**

1. Details of current products:

---

Sl no.	Type description	Licenced/installed	Annual production capacity for preceding 3 yrs
--------	------------------	--------------------	--

---

2. Details of foreign collaboration:

---

Sl No.	Product name & address	Year of collaboration (Current or not)
--------	------------------------	--

---

3. Details of stores / equipment for which registration is sought

---

Sl. No.	Nomenclature of Stores / Eqpt.	Drg. No.	Related specifications
---------	--------------------------------	----------	------------------------

---

4. (a) Details of bought out items ( component/sub assembly/assembly/processes ) from sub-contractors : (attach copies of agreements, if any)

---

Sl No.	Main Eqpt.	Details of test	Name & address of sub-contractor
--------	------------	-----------------	----------------------------------

---

(b) Details of testing/quality control done by sub-contractors (attach copies of agreements where applicable)

---

Sl No.	Main Test Equipment	Detail of agreement	Name & address of sub-contractor/Lab
--------	---------------------	---------------------	--------------------------------------

---



5. Source of raw material:

---

Sl No.	Imported/ brief description Indigenous	Estimated CIF value.	%FE content in final product
--------	---	-------------------------	---------------------------------

---

6. Please give details of important facilities & infrastructure as per following format for:
- (a) Production (including heat treatment dies, jigs & fixtures etc. and also details on licenced capacity, installed capacity & licence no and date )
  - (b) Unconventional, special M/c, CAD/CAM, ROBO etc.

---

Sl. No	Description of Machine & Model	Make and quantity	Date of purchase	Approximate percentage of cost depreciation per year
--------	-----------------------------------	----------------------	---------------------	---

---

- (c) Tool room, meteorology & test equipment & facilities:

---

Sl. No.	Types of Inst., Gauges, test eqpt (*)	Make, Model, Qty.	Date of purchase	Frequency of calibration
---------	--	-------------------	------------------	--------------------------

---

(\*) attach relevant calibration certificate.

7. Is the firm willing to supply spares for 7 years from date of last supply:\_\_\_\_\_

8. Furnish the following details with relevant certificates and documents:

- (a) R & D facilities available.
- (b) Inspection & quality control of raw material, components and finished products.
- (c) Assistance from central agency for testing/calibration etc.
- (d) Laboratory and drawing office facility.
- (e) Flow process chart of item for which registration sought.
- (f) Basis of estimated production of products for which registration is sought.



9. Principal customers:

Sl. No.	Name & Address	PO No. & date	Date of Last supply	Products supplied	Value (Rs)
---------	----------------	---------------	---------------------	-------------------	------------

10. Future plan if any in respect of expansion programme: (attach extra sheets) Installation of additional machines/test facilities etc.

**Note:** Kindly put number or codify the extra sheets & Annexure attached according to serial number and link it properly.

11. **Declaration** :

I/we hereby declare that all information/data furnished in the application form and attached annexures and other documental proofs as required for my/our enlistment with GRSE Ltd. are true and correct. If any information is found to be incorrect/false at any stage, I/we shall be liable for any action as deemed fit by GRSE Ltd. including removal/banning of my/our firm.

\_\_\_\_\_  
WITNESS WITH ADDRESS

\_\_\_\_\_  
SIGNATURE(S) WITH SEAL OF  
COMPETENT AUTHORITY OF VENDOR

Date :

Place :





**Garden Reach Shipbuilders & Engineers Ltd.**  
**गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड**  
**(A Government of India undertaking, Under Ministry of Defence)**  
**43/46, Garden Reach Road, Kolkata-700024**

**ADDITIONAL INFORMATION FOR REGISTRATION OF VENDORS UNDER GST**  
**(THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL)**

1. Name of the concerned Tax Officer :
2. Concerned Tax Officer Designation :
  - a) Mob. No.: \_\_\_\_\_
  - b) Phone : \_\_\_\_\_
  - c) E-mail ID : \_\_\_\_\_
  - d) Fax : \_\_\_\_\_
3. GST Registration No (State Wise if registered in more than one state)

**Enclosure:** Copy of the Provisional Registration Certificate under the GST must be attached

**Declaration :**

I/we hereby declare that all information/data furnished in the application form and attached annexures and other documental proofs as required for my/our enlistment with GRSE Ltd. are true and correct. If any information is found to be incorrect/false at any stage, I/we shall be liable for any action as deemed fit by GRSE Ltd. including removal/banning of my/our firm.

\_\_\_\_\_  
WITNESS WITH ADDRESS

\_\_\_\_\_  
SIGNATURE(S) WITH SEAL OF  
COMPETENT AUTHORITY OF VENDOR

Date :

Place :