


INTER PLANT STANDARD – STEEL INDUSTRY		
 IPSS	VENDOR REGISTRATION (INDIGENOUS) <i>(Second Revision)</i> PART - B	IPSS:3-01-001-06 Part-B
	Corresponding Indian Standard does not exist	Formerly: IPSS:3-01-001-01

0. FOREWORD

- 0.1 This Inter Plant Standard prepared by the Standards Committee on Materials Management, IPSS 3:1 with the active participation of representatives of all the steel plants was adopted in February 2006. After its inclusion in Purchase/Contract Procedure, this standard has become mandatory for the plants/units of SAIL.
- 0.2 This standard was first published in 1993 and was subsequently revised in 2001.

In the present revision, the standard is being sub-divided into three parts.

Part A – Contains step-wise procedures for vendor registration and other formats which are to be used by respective steel plants. These formats will not be sent to the vendors.

Part B – Contains formats which need to be filled up and submitted to the Materials Management Department by the vendor applying for registration.

Part C – Contains formats which need to be filled up and submitted to the Materials Management Department by the vendor applying for re-registration / renewal of registration.

- 0.3 In the event of any legal dispute related to the interpretation of any particular clauses, the provisions stated in the relevant statute or Act or Government Order, in vogue, shall be considered as authentic. This document has the status of only a reference document and not a legal document.

1. ENCLOSURES

- 1.1 Form at **ANNEXURE B-I** shall be filled up and submitted by vendor requesting for registration.
- 1.2 Application form for registration of vendor, given at **ANNEXURE B-II**, shall be sent by the Vendor Registration Section to the prospective vendor after preliminary screening of his request.

Form Serial No. _____



STEEL AUTHORITY OF INDIA LTD

(Name of the Plant/Unit)

MATERIALS MANAGEMENT DEPARTMENT

(Complete Postal Address)

**REQUEST FOR ISSUE OF APPLICATION FORM
FOR REGISTRATION OF INDIGENOUS VENDOR**

- 1.1 Name of the Firm/Company: _____
- 1.2 Address: _____

 STD Code _____ Phone No. _____ Fax No. _____
 Email ID _____ Website _____
- 1.3 Registered Office: _____

 STD Code _____ Phone No. _____ Fax No. _____
- 1.4 Category of Items for which registration is intended:
- 1.5 Whether Manufacturer/ Authorized Stockist/ Dealer/
 Trader (with name of the Manufacturer)
- 1.6 Whether SSI Yes/No
 ISO Accredited Yes/No
 BIS Licensee Yes/No
- 1.7 Whether registered with other SAIL Plants/Units and/or PSUs
 If yes, please indicate name and registration number, validity
 and categories of items for which registered:
- 1.8 Names of Major Customers
- 1.9 Turn over during last 3 years

Signature _____
 Name _____
 Designation _____

Please mail this form to the address given on top of this form

Form Serial No. _____



STEEL AUTHORITY OF INDIA LIMITED

(Name of Plant/Unit)

MATERIALS MANAGEMENT DEPARTMENT

(Complete Postal Address)

APPLICATION FOR REGISTRATION OF VENDOR

NON-TRANSFERABLE

IMPORTANT

- NOTE:
1. The form should be signed by Proprietor/Partner/Director/Company Secretary.
 2. Incomplete forms or forms received without the required enclosures shall be rejected.
 3. Enlistment of any firm is done entirely at the discretion of (Name of the Plant/Unit)/SAIL and (Name of the Plant/Unit)/SAIL reserves the right to reject any application without assigning any reason.

Form Serial No. _____

**STEEL AUTHORITY OF INDIA LIMITED**

(Name of Plant/Unit)

MATERIALS MANAGEMENT DEPARTMENT**APPLICATION FOR REGISTRATION OF INDIGENOUS VENDORS****GENERAL INFORMATION**

The application form duly filled in all respects, together with all the required enclosures must be submitted within 90 days from the date of issue, failing which the case may be treated as closed.

A sum of Rs 2,000/- (rupees two thousand) only, non-refundable, on account of processing fee, is required to be sent in the form of A/c Payee Demand Draft or Pay Order drawn in favour of Steel Authority of India Ltd/(Name of the Plant/Unit), payable at (Name of the City), drawn on a Scheduled Bank.

DETAILS OF CATEGORY OF ITEMS FOR WHICH THE REGISTRATION IS DESIRED

Sl.No.	Item(s) details
1.	
2.	
3.	

OTHER DETAILS

1.1 GENERAL

Name of the firm/company _____

1.2 Address

STD Code: _____ Phone: _____ Fax: _____

E-mail: _____ Website: _____

Registered Office Address

STD Code: _____ Phone: _____ Fax: _____

E-mail: _____ Website: _____

1.3 Name & designation of Chief Executive _____

1.3.1 Name & designation of contact person _____

Phone No. (Office) _____ (Residence) _____

Mobile No. _____

1.4 Constitution of the firm _____
(Public Ltd Co/Private Ltd Co/Partnership/Proprietorship/Joint Sector/
Cooperative)

Please enclose:

a) In case of Limited companies, an attested copy each of:

i) Memorandum of Articles of Association

ii) Certificate of Incorporation

b) In case of Partnership:

i) Attested copy of Partnership Deed

c) In case of Proprietorship/Joint Sector/Cooperative:

i) Attested copy of Registration Certificate

1.5 Statutory Registration (attested copies to be enclosed)

1.5.1 Your CST Registration No. _____

1.5.2 Your State ST/VAT Registration No. _____

1.5.3 Your Excise Control Code _____

1.5.4 Trade License No. _____

1.5.5 Service Tax Registration No., wherever applicable _____

1.5.6 PAN _____

ANNEXURE B-II
(CONTD)

2. TECHNICAL**2.1 If manufacturer:**

2.1.1 Registration applied for:

Sl.No.	Item	Capacity
1.		
2.		

2.1.2 Full address of the factory/workshop owned by you:
Give details of machinery erected and functioning in Appendix.

2.1.3 Are you authorized to use ISI mark? Yes / No
If yes, attach attested copies of authorization for each item.

2.1.4 Are you ISO accredited? Yes / No
If yes, attach attested copies of the Certificate.

2.1.5 Are you an SSI unit? Yes / No
If yes, please enclose attested documentary evidence.

2.2 If authorized dealer/trader:

2.2.1 Give name of items with which you are dealing _____
Please enclose attested copy of the Dealership Certificate with validity period

3. QUALITY CONTROL/INSPECTION FACILITIES, please give details in the enclosed **Appendix**.

4. FINANCIAL POSITION

4.1 Name and address of your bankers and account Nos. with MICR No.

4.2 Balance sheet for the previous year

4.3 Profit & Loss statement for the previous year

5. REFERENCES OF YOUR MAJOR CUSTOMERS

a)

b)

c)

**ANNEXURE B-II
(CONTD)**

6. PROCESSING FEE

Details of Demand Draft:

Bank & Branch _____

No. & Date _____

Value _____

Signature _____

Date: _____

Name & Designation _____

Place: _____

Seal of the Company _____

VERIFICATION

The information provided in the document submitted is true to the best of my knowledge and belief. In case the same is found contrary, SAIL reserves the right to cancel the registration and also can take any other action as deemed fit.

APPLICANT

(For Office use only)

Date of Issue _____

DD No. & Date _____

Due date of Receipt _____

Value _____

Bank & Branch _____

(A) MACHINE TOOL/EQUIPMENT

GIVE DETAILS OF MACHINERY ERECTED AND FUNCTIONING

Sl. No.	Description	Capacity	Make	Remarks
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NOTE: Give details in case the firm has additional facilities like foundry etc.

(B) TESTING FACILITIES

Please give necessary details.

Name of the Firm _____

Signature _____

Designation _____

Seal _____

NOTE: All attestations to be done by Registered Notary Public.