

ASSAM PETRO-CHEMICALS LIMITED

P.O. PARBATPUR, NAMRUP

PIN – 786623 (ASSAM)

VENDOR REGISTRATION FORM

1.	Name of the Vendor (Firm)			
2.	Address Telephone No. Fax No. and Email			
Factory		Office		
3.	Nature of Business	Manufacturer / Sole Selling Agent / Dealer / Traders / Agent / Assembler		
4.	In case of Dealer, Agent or Traders	Please provide documentary evidence in support of authorization.		
5.	Nature of Firm	Proprietary / Partnership / Private / Public Ltd.		
6.	For any clarification persons to be contacted in your company.			
	Name	Designation	Address	Phone No./Fax/Email
7.	Brief details of products/range and types of equipment/materials, which can be supplied by you. (Attach separate list with brochure if spaces is not sufficient)			

Signature of Vendor with seal

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8.	List of main five clients			
Sl. No.	Name of Organization & Address	Contact person with Designation, Tel No./ Fax No/Email	Products supplied	Value of supplies during the last two years (in Rupees)
9.	Annual Turnover (Value in Rs.) (last three years)			
	2013-2014	2014-2015	2015-2016	
10.	TIN No.			
11.	CST No.			
12.	Excise Registration No.			
13.	PAN No.			
14.	TAN No.			
15.	CIN No.			
16.	ISO Certification			
17.	Bank Details			
	Account No	Bank Name with Address	IFSC Code	MICR Code
18.	Have you any local Branch / Office / Agents? (In Assam / Kolkata) If so, please furnish details with Address, Phone No. and Contact person (Applicable only to outstation vendors)			

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19.	<u>List of Documents to be submitted</u> <ol style="list-style-type: none">1. Memorandum & Articles of Association / Registration Certificate / Partnership Deed (in case of Partnership Firm) / Trade License.2. Annual Report (Profit & Loss A/c & Balance Sheet) for 3 years.3. Latest Income Tax Return4. VAT clearance certificate.5. Proof of major work order / Purchase order against items willing to be registered.6. Copy of PAN Card.7. Service Tax Registration No/date.8. Central Sales Tax Registration Copy.9. Central Excise Registration Copy.10. VAT Registration No./date.11. NSIC / MSME Registration copy and validity.12. Any other relevant document.
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DECLARATION

1. I certify that I will not get myself registered as a Vendor in this organization in more than one name.
2. I certify that I/Our Partners/Directors did not retire as an employee of this organization during the last two years.
3. I certify that I/Our Partners/Directors are not relatives of Managerial or Non-managerial employee of the organization. (A near relative may include wife, husband, parent, children, grand children, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.)
4. I declare that the above information is true to the best of my knowledge and belief. I understand that, in case any of the above information is found to be false or untrue in future, I/Our firm shall be removed / blacklisted / debarred from the registered list of suppliers/contractors of this organization or any of the PSU / Govt. departments (Central or state).

Signature of Applicant

Name

Address

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Signature of Vendor with seal

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Instruction to Vendors

1. Filled in applications along with documents shall be sent to the following address:
Deputy General Manager (MM)
Assam Petrochemicals Limited
P.O. Parbatpur, Namrup
Dist. Dibrugarh, Pin – 786623 (Assam)
2. All relevant documents must necessarily accompany the Application Form and should be attested by Gazetted Officers / Self Attested.
3. Vendors requesting for registration for more than one item category must indicate clearly the item categories for which registration is sought. Supporting documents for registration form super-scribing the item categories, for which registration is sought, must be enclosed.
4. All necessary documents listed in List of Documents should be sent along with the Application form. Without these documents registration will not be carried out.
5. APL reserves the right to reject the vendor's application totally, if required or in any item category on the basis of evaluation without assigning any reason.
6. APL reserves the right to suspend, de-register, demote or black list the vendor's name in case of failing to meet any of our requirements or unsatisfactory performance or circumstantial evidence against the Vendor.
7. Registration with APL does not necessarily entitle the vendor the right to seek any or all tender documents from APL.
8. The Registration form may be downloaded from our website www.assampetrochemicals.co.in.
9. Incomplete Registration Form or non-submission of documents listed therein may result in outright rejection of the application.
10. Vendors qualifying for Registration only will be informed within a period of 6(six) months from the date of submission.