

MINISTRY OF DEFENCE

O/o JS (TRG) & CAO

REGISTRATION OF VENDORS

The office of JS (Trg) & CAO, Min of Defence, Government of India, New Delhi is in the process of Registration of Vendors for procurement of various types of goods and services generally required for official use. The suppliers/contractors and firms having sound financial background and requisite experience may register for any or more than one of the following categories:-

- (i) Stationery items, i.e., pen, pencils, folders, typing & photocopying paper
- (ii) Computer Consumables for deskjet and laserjet printers, floppies/CDs and Computer Stationery
- (iii) Steel / Wooden Furniture
- (iv) Security and Fire-Fighting Equipment
- (v) Procurement, hiring and AMC of Office equipments, i.e., photocopiers, digital duplicators, fax machines, lamination and binding machines, EPABX & intercom systems
- (vi) Procurement and AMC of Personal Computers (PCs) and its peripherals
- (vii) Procurement of Water Coolers and Air Conditioners
- (viii) Hiring of Desert coolers for the summer season (15 Apr - 15 Sep) every year
- (ix) Repair, Painting / Polishing of steel / wooden furniture, Change of Upholstery
- (x) Printing of official forms, ledgers, registers, etc
- (xi) General Store items, i.e., crockery, wall clocks, sanitary items, etc.
- (xii) Procurement, Maintenance and Trunking Services for Walkie-Talkie (Hand held wireless sets)
- (xiii) Preparation of Security Laminated Identity Cards (SLICs) and Photo Duty Badges
- (xiv) Book binding and supply of rubber stamps
- (xv) AMC for Water Coolers and Air Conditioners
- (xvi) Installation of Venetian blinds & curtains including dry-cleaning thereof.

2. Minimum eligibility criteria: - Suppliers intending registration in each of the above categories should fulfill the following eligibility conditions:-

(a) Have experience of supply of above mentioned items to various Government/Public Sector Organisations. Copies of supply orders to major consumers for the last three years should be enclosed.

(b) Should have a minimum annual turnover of Rs. 25 Lakhs for each category (i) to (xiii) and of Rs.3 Lakhs for each category (xiv) to (xvi) for which registration is applied, during the last three years. Audited copies of financial statement for the last 03 years showing turnover in each category for which registration is applied should be enclosed.

(c) Registration number with the Sales Tax, Income Tax and VAT authorities to be quoted alongwith Tax Clearance Certificates for the previous 03 assessment years.

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- (d) Those desiring registration for branded items e.g. HP consumables (cartridges/toners) and Master Roll & Ink of Duplo Machines/Risograph, etc., should be authorised dealers of the manufacturers for such consumables. Proof of authorisation should be enclosed.
3. The firms / vendors registered with the DGS&D and having Rate Contract (RC) need not furnish the above details and will be considered for registration straight away on the basis of a copy of RC furnished by them.
4. The application for registration can be obtained from the office of Sr Administrative Officer/MM-II, O/o JS (Trg) & CAO, Min of Defence, Room No 55, E-Block Hutments, Dalhousie Road, New Delhi-110 011 on working days between 1000 to 1230 hrs and 1430 to 1630 hrs on payment of Rs. 100/- or can be downloaded from the CAO's Office website www.caomod.nic.in. Firm downloaded form from the website will have to pay the cost of application at the time of submission of the form.
5. The application forms for registration will be available from 01 Nov to 29 Nov 2007. The last date of submission of the duly completed application is 30 Nov 2007.
6. Registration Fee: The applicants who will qualify for registration will be required to deposit a sum of Rs. 2500/- (Rupees Two Thousand Five Hundred only) as Registration Fee in the form of a Demand Draft/Pay Order drawn on any of the nationalized bank in favour of "JS (TRG) & CAO, Ministry of Defence", payable at New Delhi.

MINISTRY OF DEFENCE
O/o JS (TRG) & CAO

APPLICATION FORM FOR VENDOR REGISTRATION

1. NAME OF VENDOR : _____

2. ADDRESS
 - (a) HEAD OFFICE : _____

TELEPHONE _____
FAX _____

 - (b) FACTORY : _____
(if applicable) _____

TELEPHONE _____
FAX _____

 - (c) LOCAL OFFICE : _____
(if applicable) _____

TELEPHONE _____
FAX _____

3. DATE OF INCORPORATION _____

4. CATEGORY OF BUSINESS/INDUSTRY _____
(attach relevant document)

5. NATURE OF COMPANY _____
 - (a) PROPRIETARY
 - (b) PVT LTD
 - (c) PSU
 - (d) EX SERVICEMEN UNIT
 - (e) PARTNERSHIP
 - (f) OTHERS

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 Address, name, telephone no. with partnership deed (if partnership firm) of partner in extra sheets.

6. NATURE OF BUSINESS _____
- (a) Manufacturing
 - (b) Trader
 - (c) Sole selling or Authorised Agent
 - (d) Dealer
 - (e) Assembler
 - (f) Processor
 - (g) Repacker
 - (h) Others
7. DETAILS OF CURRENT PRODUCTS AND SERVICES
(Attach details and literature)
8. DETAILS OF TRANSACTIONS WITH GOVT/SEMI-GOVT/PSUs DURING
LAST THREE YEARS
(Attach Annexure III duly completed)
9. DETAILS OF REGISTRATION WITH
(Attach relevant copies of registration letters)
- (a) NSIC/SSI
 - (b) DGS&D
 - (c) Other Defence departments
 - (d) Other Govt Departments
 - (e) Membership of FICCI/ASSOCHAM/CII/AIMO/other Industrial associations
10. ITEMS FOR WHICH REGISTRATION REQUIRED(Separate sheet may be
attached if required)

Sl No	Brief Description of Item	Model/Brand	Specification, if any

11. IF THE PRODUCT REQUIRE AFTER SALES SERVICE, GIVE NAMES AND
ADDRESS OF SUCH FACILITIES WHERE THE SAME IS AVAILABLE
(Attach details on separate sheet)

12. HAVE YOU GOT ISO CERTIFICATION, IF YES GIVE DETAILS
(attach copy of certification)
13. NAME OF BANKERS AND A/C NO _____
(attach letter at Annexure II) _____
14. ADDRESS OF THE BANKER _____

15. DOES YOUR PRODUCTION FALL UNDER VERIFICATION UNDER
- (a) Cost Audit (Report) Rules 1968 _____
- (b) Fire safety or explosive regulations _____
16. DETAILS OF MANPOWER EMPLOYED AS ON DATE ON FIRM'S PAYROLL
- (a) Permanent _____
- (b) Temporary _____
17. ATTACH COPIES OF DOCUMENTS FOR:
- (a) Audited Balance sheet and Profit & Loss A/c for last 3 years and total accumulated losses if any
- (b) Annual turnover of sales for last 3 years
- (c) Source of finance with borrowing limit (if other than SI 13)
- (d) Income Tax Clearance certificate for last three years
- (e) Valid State, Central Sales Tax registration certificates
- (f) Relevant information with complete details about sister concerns/subsidiaries if any

Certified that I/we have gone through the conditions of the registration given in Annexure I and I/we understand and confirm that I/we fully comply with the same.

I/we agree that is incumbent on our part to comply with all existing laws/acts/statutes as applicable in our line of business and other provisions like taxes/registration/licenses.

The above mentioned details provided by me/us are true and the onus for correctness lies on me/us. Any deliberate suppression of facts is liable to disqualification of my application.

(Signature)

Place : _____

Seal of the firm

Date : _____

CONDITIONS OF REGISTRATION

1. The registration granted to the firms will be for conducting business with O/o JS (Trg) & CAO, Min of Defence only and not any other office/department.
2. Registered firms are to abide with the standard conditions of contract contained in the Defence Procurement procedure contained in the Defence Procurement Manual 2006 available at the website of this office www.caomod.nic.in.
3. It is obligatory on the part of the registered firms to keep O/o JS (Trg) & CAO, Min of Defence about the changes in their product specification or discontinuation of production/sales of any item for which they stand registered. This intimation is to be given within a period of 15 days from the date of such change/discontinuation.
4. In the event of any change in the constitution of the firm, their registration with O/o JS (Trg) & CAO, Min of Defence shall lapse. The firm shall surrender the original registration certificate and apply for fresh registration in such cases. The change of address / location of a firm must be intimated within 30 days to this office.
5. Registered firms are to maintain absolute integrity, follow decent standard of business ethics and do nothing unbecoming of a registered supplier.
6. Fresh application with prescribed fee shall be required to be made after expiry of previous registration or for seeking additional registration/change of specification.
7. The registration on the approved list does not guarantee award of any contract. In all correspondence with the O/o JS (Trg) & CAO, Min of Defence including response against tenders, registered firms are to quote the Registration No.
8. The O/o JS (Trg) & CAO, Min of Defence has the right to add/delete any of the items and to amend any of the conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change.

PROFORMA FOR BANKERS REPORT

(To be submitted on Bankers' letterhead)

The O/o JS (Trg) & CAO,
Ministry of Defence
E-Block Hutments,
New Delhi – 110 011

**Sub.: Financial credibility report in respect of M/s _____ for the
purpose of registration with the O/o JS (Trg) & CAO, Min of Defence.**

Sir,

This is to certify that M/s _____ are maintaining
Current/Saving account No _____ with this bank/branch for the last _____
years. The firm has been provided with a credit limit of Rs. _____.

It is further certified that their account with this bank has been operated in a
satisfactory manner and is not under attachment from any Government agency or Court of
law.

(_____)
Manager
_____ Bank/Branch
with seal

PERFORMANCE STATEMENT FOR THE LAST THREE YEARS

SI No	Purchaser with address	Order & date	Description of Stores	Value	Date of completion