

CENTRAL RAILWAY

Format for Application for use of firm's for Enlistment as approved Contractors in Central Railway

- N.B:- (i) Complete and definite answers to paras below must be given on separate sheets duly mentioning the Paras and wherever information required is not applicable to the applicant clearly mention "N.A" against it, otherwise the application form is liable to be ignored.
- (ii) Information where marked as compulsory must be submitted, else application form is liable to ignored.

PART - A

1.0	Company details :		
1.1	a)Address of Correspondence b) Telephone NO. c) Fax No. d) Email Address e) Web site		
1.2	a) Address of Branch Office/s /Works. b) Telephone NO. c) Fax No. d) Email Address e) Web site		
1.3	Whether Private/Public/Government/Non-Government		
2	For Proprietary Concern only :		
2.0	Proprietor's name		
2.1	Details of other Undertaking owned/ Controlled by the Proprietor.	Name of the firm :	Partners/Proprietor/ Director : % share
3	For Partnership Concern only :		
3.0	Partner (s) Name :- 1] 2] 3] 4] 5]	% share	
3.1	Connection with other undertaking (s) if any, e.g. partners are common or have shares (%) in any other undertaking (s) furnish name of Firm/s/Factory (s) with Address (s) & their registration no. (s) with the concerned Railways of the various groups of stores. Details to be submitted on separate sheet.		
3.2	Is your firm registered under the Indian Partnership Act, 1932. (if Yes, submit the copy of partnership deed along with form 'A' issued by partnership registrar).		
3.3	Whether under the partnership deed any one Partner has been authorized to sign and bind by the firm in all the contractual obligations including power to refer cases for arbitrations. If not, whether a separate of attorney exist in favour of a particular partner to perform such functions. In the later case copy duly attested by the notary public should be submitted.		
3.3.1	In any other case. The name (s) and address (es) of the proprietor and /or the partners and the nature and extent of information regarding their interest in the joint business (in the case of joint Hindu family firm) give details of all persons who have any interest in the business. Submit details on separate sheet.		

4	For Private Limited/Public Limited Concerns only :		
4.0	Managing Director/ Whole time Director /Board of Directors /Manager		
4.1	Name & address of the parent /holding Company		
4.2	If the firm is registered under the Indian Companies Act 1913 Companies Act of 1956 state. Submit Registration Certificate.		
4.3	Subscribed Capital. (Submit details on separate sheet).		
5	For Manufacturer only :		
5.0	Address of Manufacturing Works/Factory/Factories owned by you. Documentary evidence of ownership must be submitted alongwith application.		
5.1	Stores manufactured / handled with details of Specification/s to which these are manufactured/ stocked by you as well as your subsidiaries mentioned above. Details to be submitted on separate sheet.		
5.2	Brief description of the factory (i.e. area covered accommodation departments into which it is divided, laboratory etc.). Submit sketch.		
5.3	Whether the firm comes under the scoop of industries (development & regulations) registration of license held under Act. Submit copy of registration certificate.		
5.4	Is your Factory registered under the Indian Factories Act, 1948 (if yes, submit the copy of registration certificate).		
5.5	Details of arrangements for quality control of products such as Laboratory etc. Submit test certificate.		
5.6	Details of plant & machinery erected and functioning in each department [Monographs & descriptive (Pamphlets) should be supplied if available]. Submit an affidavit on Rs.20/- stamp paper duly signed by notary/first class executive magistrate for plant and machinery. List of machinery and their value should be incorporated therein.		
5.7	Whether the process of manufacture in the factory is carried out with the aid of power or without it.	With Power	Without Power
5.8	Details of stores or class or stores which the Factory, as equipped is capable of production (Specifying each item separately on separate sheet).		
5.9	Whether stores were tested to any standard Specification, if so , copies of test certificate should be submitted.		
5.10	In case you do not own the factory, but utilize the factory of some other firm for the manufacture/ fabrication of the stores for which you apply for Registration on lease or other basis, you should furnish a valid legal agreement that a factory has been put at your disposal for the manufacture function of the stores.		
5.11	Submit ISO-9000 Or equivalent certificate, if any.		
5.12	Recognized cottage industries and small scale industries units should submit a valid certificate from the Regional Director of the unit in support of their statement.		
5.13	If you are registered with national small scale industrial corporation. A Photostat copy of valid registration certificate notarized should be submitted.		
5.14	Are you on the approved list of Director General of Supplies and Disposals. If so, give details of items for which your firm is registered. (Copy of valid registration to be submitted)		

6	For Authorized/Accredited Agents only :	
6.0	Name and Address of the manufacturer/s please submit valid documentary evidence from the manufacturer/s authorizing your firm to stock and deal in their products.	
6.1	Articles for which you have agency/ies. Submit details on separate sheet.	
6.2	Submit Shop Establishments certificate.	
7	For Stockiest only :	
7.0	Items stocked please submit documentary evidence from the manufacturer/s authorizing your firm to stock and deal in their products. Submit affidavit on Rs.20/- stamp paper duly signed by notary/first class executive magistrate for stock and value of stock recorded therein.	
7.1	Address of your shop/ godown /s where your stocks can be inspected. Submit rent receipt or ownership document for godown.	Address :
7.2	Class of articles imported by you (YES/NO). If yes submit details on separate sheet.	
7.3	Submit Shop Establishments certificate.	
	PART – B Note : To be submitted by all the applicants.	
8	Item (s) of stores giving reference to the Trade group /s in four digit of the attached list for which enlistment is desired.	
9	Income Tax details :	
9.0	Do you pay Income Tax if so, Copies of last three years Income Tax Return to be furnished.	
9.1	The Income Tax circle / ward / district in which the concern and each of it's proprietor/partners is /are assessed to Income Tax and the G.I.R No. of each. Copy of PAN card (s) to be submitted.	
10	Submit State Sales Tax and Central Sales Tax Registration certificate.	
11	Who are your bankers? Give complete address of Bankers along with your A/C No.	Name of the Bank : Address : A/c No.
12	Digital signature certificate should be submitted in Class IIIB format in the name of your firm.	
13	State particulars with value (Approximate) and date of any contract (of considerable magnitude) executed in the past 24 months by your firm for the Industries and supplies Deptt. Railway or local body (Details may be furnished in separate sheets).	
14	Annual report balance sheet and profit & loss statements – one copy each of the following should be furnished- a) Last Annual Report. b) Profit & Loss Account and Balance Sheet for and at the end of the last three years duly certified by Chartered Accountant. c) A statement showing the result of operation and financial position of the firm during the preceding three years in the proforma given below :	

15	SALES :			
Sr. No.	Description	Year ending	Year ending	Year ending
I	Sales			
II	Gross Profit			
III	Depreciation			
IV	Pre tax profit			
V	Taxation			
VI	Net profit Tax			
VII	Percentage of Net profit on Sales			
VIII	Dividend declared			
IX	Net Block			
X	Capital employed			
XI	Reserves			
XII	Percentage of Profit on capital employed			
XIII	Authorized capital			
XIV	Paid up capital			
XV	Debentures			
XVI	Debit balance Profit & Loss A/c.			
XVII	Closing stock.			

16. Attach a declaration as per proforma below :-

DECLARATION

I /We do here by declare that the information furnished in this application form are true to the best of my/our knowledge and also that I/We shall be bound by the acts of my/our duly constituted attorney.

Mr/ Mrs/ Ms..... Who has signed the application and of any other person who in future may be appointed by me/us in his/her instead to carry the business of the concern whether an intimation of such change is given to the railway or not shall be bound by the acts of my/our duly constituted attorney.

I/We do hereby confirm that I/ We have read the conditions Governing Railway Contracts as amended from time to time would abide by this conditions in all respects.

(Signature of Proprietor/Partner/s/Manager/s, etc)

All subsequent changes in the constitution or working of a firm, affecting the accuracy of the answers now given should be promptly communicated to the Railway Authorities.

(Signature of Proprietor/Partner/s/Manager/s etc)

Place:

Dated:

17. REGISTRATION FEE PARTICULARS

a) D.D. No. b) Cash Receipt No. Issued by Chief Cashier Central Railway, Mumbai.
Amount Rs.

GUIDE LINE FOR REGISTRATION WITH CENTRAL RAILWAY

1. Firm who wants to get register with central railway must have annual sales turnover of more than Rs. 20 Lakhs.
2. Firm's who are not in geographical area of central railway should apply only if they are registered with their home railway. Firm must submit application form alongwith copy of valid registration certificate of their home railway.
3. Download the registration format No.1-B from central railway website www.cr.indianrailways.gov.in
4. Submit application form completed in all respects at the following address :
The Controller of Stores, Central Railway, New Administration Building, 1st floor, D.N. Road, Mumbai – 400001.
5. All documents submitted with the application should be serial numbered. Serial number of documents where submitted to be mentioned against relevant paras.

NOTE : The form can also be submitted in person at the reception of 'Controller of Stores' Office at CST-Mumbai.

6. The application form (completed in all respects to be submitted along with the original cash receipt of Rs.1000/- (Rupees One Thousand only) issued by The Chief Cashier, Central Railway towards registration form fees/charges), in the form of cash or demand draft in favour of The Chief Cashier, Central Railway, Mumbai.

NOTE : NSIC Registered Firm's are exempted from Application Form charges. Firm registered with NSIC must submit valid registration certificate duly notarized.

7. The acknowledgement shall be sent within one week on your Email ID along with your Application Registration No. All further correspondence must refer the Application Registration No. If the email is not received by you within one week of submission of application form please contact Secy. to COS on phone No.022-22697202 or on mobile No.9987640769.
8. After submission of application duly filled in all respects, the registration file No. will be uploaded on central railway website which can be viewed by the firm.
9. Registered firm will have to get registered subsequently with IREPS on Indian Railway Website www.ireps.gov.in to view and participate in the tenders of Central Railway's.

Detailed procedure of processing of registration can be viewed at Page
www.cr.indianrailways.gov.in/view_section.jsp?lang=0&id=0.6,287,397,603,660.

SUB : Registration of firm - Acknowledgement.

Your application for registration is received in this office and it is under process you may correspond with this office quoting file reference No.S.280.A.

You can check the status of your firm's registration on our site www.cr.indianrailways.gov.in/view_section.jsp?lang=0&id=0,6,287,397,603,660 with regard to registration of your firm.