

Paradip Port Trust
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MM/REGD/SUPP/01/2006/4119

Dt.29-11-06

REGISTRATION FOR FIRMS FOR SUPPLY OF DIFFERENT CATEGORIES MATERIALS TO PARADIP PORT TRUST

Paradip Port Trust intent to enlist vendors for supply of different materials (items as per Annexure I). The enlistment shall be a for a period of 03 years. Interested firms having requisite credentials as per the pre-qualification criteria indicated shall have to apply in the vendor registration form (VRF) available in the office of undersigned against payment of Rs.50/- (Fifty only) in shape of Bank Draft favouring FA&CAO, PPT payable at Paradip or else the form can be downloaded from the website (Annexure II) and while submitting application must enclose a Bank Draft Rs.50/- (Fifty only) payable to FA&CAO, PPT towards the cost of VRF Form. After scrutinizing the application, the firms fulfilling our criteria, shall be intimated to deposit Security Deposit (Refundable) of Rs.3000/- (Rupees Three Thousand only) in shape Bank Draft from a nationalized Bank favouring FA&CAO, PPT payable at Paradip, which shall be kept with us till the validity of registration. In case at any point of transaction, a firm fails in it's commitment, the Security Deposit will be forfeited and the registration of the concerned firm will be cancelled and no further transaction will be made in future.

FIRMS MUST SUBMIT THEIR APPLICATION in VRF, ALONG WITH REQUIRED DOCUMENTS IN SEALED ENVELOPE SUPERSCRIBING THE CATEGORY FOR ENLISTMENT WITH CODE , WHICH WILL BE TAKEN INTO CONSIDERATION AT THE TIME OF REVIEW OF THE VENDOR ENLISTMENT.

GENERAL TERMS AND CONDITIONS

1. Firms applying for Registration for more than one category must apply separately for each Category in separate VRF along with VRF Cost if downloaded and each envelope must be sealed & superscribed the category clearly. Firms applying for more than one category in one envelope or in one VRF shall be rejected.
2. Firms found defaulter in terms of quality & delivery in execution of order shall be delisted.
3. PPT reserves the right to accept or reject any application for enlistment without assigning any reason thereof.

LIST OF ITEMS FOR REGD. OF VENDORS.

	<u>Category</u>
	<u>Code</u>
1. General Stationary & Misc. items.	A
2. Duplicating Paper.	B
3. Xerox Paper	C
4. Computer Stationary	D
5. Computer Consumables	E
6. Printing of Forms, Pads, Registers etc.	F
7. Tyres & Tubes for Automotive & Earth moving equipment.	G
8. Porcelain Sanitary Materials.	H
9. Public Health Pipes & Fitting	I
10. Nuts & Bolts	J
11. V Belt	K
12. Safety Items like hand gloves, Nose mask, Goggles, Helmets.	L
13. Electrical Socket, Holder, Plug, Fan capacitor and other electrical consumables.	M
14. Electrical Switches	N
15. Welding Consumables materials	O
16. Tools & Tackle	P
17. Nylon & P.P. Ropes	Q
18. Rubber Hoses.	R
19. LT Wires	S
20. Misc. Spares like Oil Seal, Oil Ring, Circlip.	T

PRE-QUALIFICATION CRITERIA FOR REGISTRATION OF VENDORS

- a) They must have registered office/ shop/Establishment. Document in support of the above shall to be submitted. Printing firms applying for Registration must have a press in their own name for which documentary evidence must be submitted.
- b) They must submit valid attested copies of sales tax Regn. No. (TIN/SRIN) along with application. In case of requirement firm shall be asked to show the original copy for verification.
- c) They should be financially sound & solvent. Solvency certificate from Bank has to be submitted.
- d) They should submit valid attested copy of PAN No.
- e) Our payment term is within 30 days after receipt of materials & acceptance thereof, which must be confirmed.
- f) Firms Applying for registration should have supplied materials value of Rs. 50,000.00 (Rupees Fifty Thousand) for each category wise for which they want to be registered, during last three years as on 30.09.2006 to any Govt. Organization, PSU, or Private Industrial Organisations. Copies of Purchase Orders to be submitted, in support of above.

MATERIALS MANAGEMENT DEPARTMENT, PPT
VENDOR REGISTRATION FORM (VRF)

1	Name of the firm:-		
2	Address Contact Person Name & Designation Telephone NO. FAX NO. E Mail	Registered Office/ Mailing	Factory/ Shop
3	Category (Please tick whichever is applicable)	Supplier <input type="checkbox"/> Authorized Stockiest/ Dealer <input type="checkbox"/>	Manufacturer <input type="checkbox"/> GOI Enterprises/ Undertaking <input type="checkbox"/>
4	Details of category for which Registration is sought		Category Code:- Description :-
5	Type of firm / Company /(Whether Proprietary) / Partnership / Pvt. Ltd., / Public Ltd.,)		
6	Name of the Directors/ Partners/ Proprietors with date of commencement of Business / Manufacturer		
7	Whether your firm is Registered under (Photo copies of current Registration certificate and other documents to be Enclosed)		1. SSI/NSIC/DGTD/DGS&D/BIS. 2. District Industries Center. 3. Partnership Act 4. Indian Company's Act. 5. With any Govt. undertaking / Deptt.
8	i) Local Sales Tax / VAT No. with attested copy of STRC / SRIN / TIN. ii) CST Registration No. with photo copy iii) Attach latest ST clearance certificate		
9	Income tax Permanent Account No. (Attach photo copy)		
10	Annual Turn Over for last 3 years.		
11	Attested copies of audited balance sheets or PLA to be submitted.		
12	a) Name & address of Bankers		
	b) Solvency Certificate from bank.		Submitted Not submitted
13	Name & address of your Authorized Dealer / Distributors with phones and FAX No. Email Etc.		
14	If an authorized dealer / stockiest / sole selling details of item under Authorized agency to be indicated (attach photocopy of such agreement)		
15	Attested Xerox copies of purchase orders received from Govt. PSU/Port Trust / reputed organization, for supply of similar materials (for which the firm		Submitted. Not submitted.

	wants to be registered), to be submitted		
16	Attested Xerox copies of min. two performance certificates received from Govt. / PSU/ Port Trust / reputed organization in support of supplied materials to be submitted (only for manufacturer)		Submitted Not submitted
17	Whether ISO-9001/2000 certified? If yes, to submit attested Xerox copy of same (For manufacturers only)		Yes No
18	Are you in a position to supply materials duly inspected by RITES / any third party		Yes No
19	Govt. departments / Public Sector Undertaking / Major Port Trust with whom the firm is registered as approved suppliers:-		
	Sl.No.	Name	Address
			Since
20	Major Clients to whom supply of similar goods for the last three years have been made:-		
	Sl.No.	Name & Address of clients	Goods supplied.
			PO Value
			PO No. & Date
			Delivery
			As per PO
			Actual
21	Payment terms acceptable to the firm		
	A) By Cheque		YES NO
	B) Within 30 days of receipt and acceptance		YES NO
22	Delivery and Unloading of Goods at PPT Central Stores site by the firm.		Acceptable Not acceptable.
23	Technical Literature and catalogue of products manufactured (Copies to be attached)		
24	Any other details which you wish to mention for registering you firm with PPT:-		

25	<i>DECLARATION</i>
i)	This Registration shall not bind PPT to give any priority or performance in the issue of tenders / enquiries and placement of orders.
ii)	I/We declare that the information furnished above is true to the best of my / our knowledge. I / We undertake to inform PPT at the earliest any change in the details mentioned above.
iii)	I/We agree to deposit EMD /S.D. Separately as may be required by the condition to of tenders to be issued by PPT from time to time.
iv)	I/ We confirm our proprietor / partner / director are not associated with the PPT and firm with which the business has been banned by Central / State Govt. Department / PSU (Central / State Govt.)

Thanking you,

Yours faithfully,

Seal of Company

Signature with Date, Name and
Designation of the Authorized
Representative of the firm.