

- RNB Group registers competent vendors/agencies having experience / capability to supply the items for its ongoing expansion projects/units and the interested Vendors may apply as per the Vendor
- Registration Form given below.
- The Vendor Registration (V.R.) Form is to be completed in all respects. If any item is not; relevant, please write “Not Applicable”
- Submission of incomplete application/short receipt of documents shall be sufficient cause for outright rejection and no further correspondence shall be entertained.
- Non-submission of any of the documents as mentioned in the application form or incomplete form may lead to rejection.
- Physical verification of facilities as well as statements made / submitted will be carried out, as necessary. Misinformation, if any, will made the registration liable to be cancelled.
- Do not enclose any other document unless specially asked for.
- Each page of the V.R. Form to be duly signed at the bottom.
- RNB reserves the right to accept or reject any or all application without assigning any reasons.
- Application form completed in all respect with necessary documents attached can be submitted by email to rnbgroup@yahoo.com or hardcopy maybe sent to:

The Manager (Purchase)
RNB Group of Industries
Bara Bazar, Opposite Jeepstand
Shillong - 793002, Meghalaya.
Ph 00 91 364 2548107 , Telefax 00 91 364 2548197

APPLICATION FOR REGISTRATION :

Category of Registration :

(Please indicate the items for which registration is sought. Use extra sheet if required. Attach relevant catalogues/brochures etc.)

Section : MECHANICAL, CIVIL, ELECTRICAL, INSTRUMENTATION, PROCESS, INSPECTION, INFORMATION TECHNOLOGY, FIRE AND SAFETY, UTILITIES, LABORATORY, CONSUMABLES, GENERAL / ADMINISTRATIVE, SERVICE ITEMS, RAW MATERIALS

Item/s:

1. Contact Details :

Registered Name of the Firm

Head Office/Registered Office :

Address/ City/ State

Pin Code

Details of Contact person

Name & designation :

Telephone / Mobile No / Fax / E-Mail /website

Works Address :

Address/ City/ State

Pin Code

Details of Contact person

Name & designation :

Telephone / Mobile No / Fax / E-Mail

Constitution :

(Strike out those not applicable)

Type of Organization	Documents to be enclosed
Sole Proprietorship	Registration Certificate
Partnership	Partnership deed
Private Ltd.	Certificate of Incorporation , Memorandum of Association, Articles of Association
Public Sector/Public Ltd	Prospectus, Memorandum of Association, Articles of Association

Status of the Firm : Please specify & enclose relevant document

<u>Particulars</u>	<u>Relevant document submitted</u>
Registration No. under factories / Companies Act.	Yes/ No
C.S.T Registration No	Yes/ No
State VAT Registration No	Yes/ No
Trade License No	Yes/ No
NSIC / SSI Registration No	Yes/ No
Excise Details :	
Excise Code No	
Excise Registration No.	
Excise Range & Division Nos.	
Excise Collectorate	
PAN No.	Yes/ No
Service Tax Regd. No.	Yes/ No
Service Tax Regd. No.	Yes/ No

2. Maximum Value of order executed :

Financial Year	Order Value in Rs. in lakhs	Purchase Order copy submitted
2006 - 2007		Yes / No
2005 – 2006		Yes / No
2004 – 2005		Yes / No

3. Additional Details

Please confirm the details

Whether the supplier is a manufacturer, distributor or agent :
(If distributor/agent provide details of principal with supporting documents)

4. Financial Details

1. Banker's Details :

Name

Branch

Address / City / State/ Pin code

2. Financial Position :

<u>Particulars</u>	<u>Rs. in lacs</u>	<u>Documents submitted</u>
BG Limit		Banker's Certificate Yes / No.
Overdraft / Cash creditlimits with Banker		Banker's Certificate Yes / No

3. Annual Turnover :

<u>Particulars</u>	<u>2006 - 2007</u>	<u>2005 - 2006</u>	<u>2004 - 2005</u>
Net Profit			
Turnover			

(Audited Balance Sheet & Profit & Loss A/c shall be furnished)

4. Penalty

<u>Particulars</u>	<u>2006 - 2007</u>	<u>2005 - 2006</u>	<u>2004 - 2005</u>
LD paid or forfeiture of BG if any			

5. Resources Available :

<u>Design Office</u>	<u>Shop floor</u>	<u>Quality Control</u>	<u>Others</u>
Engineers			
Other executives			
Skilled workman			
Un-skilled workman			
Computers			

6. Equipment / Facilities Details :

Factory/ Workshop Details :

Factory / Workshop Owned? Yes / No.

Covered Area of Factory / workshop

Location

7. QA/ QC Details :

Quality Policy / System if any (ISO or similar) : Yes / No

Have you received any quality system certification ? Yes / No (If yes, please attach the certificate copy)

Are you authorized to use ISI mark (Yes/ No) ? Yes / No (If yes, please attach the certificate copy)

Whether the applicants are open to inspection of materials/premises/records by representatives of RNB ? Yes / No

8. Customer Reference

Please provide references of at least three customers served in the states that you are quoting for.

1. Name & Address

Contact Person : Name/ Telephone/ Fax/ E Mail

Approximate Billing Range

Year from which the customer is being serviced

2. Name & Address

Contact Person : Name/ Telephone/ Fax/ E Mail

Approximate Billing Range

Year from which the customer is being serviced

3. Name & Address

Contact Person : Name/ Telephone/ Fax/ E Mail

Approximate Billing Range

Year from which the customer is being serviced

TERMS AND CONDITION OF REGISTRATION :

1. Please note that you should abide the General Terms and Conditions of Purchase and instructions given in application form as amended from time to time and persistent failure on your part to abide by the same may result in cancellation of registration.
2. The performance of the supplier shall be evaluated continuously by RNB and satisfactory performance against the respective contracts will be criteria for continuation of registration.
3. Your technical capacity will be verified from time to time as decided by RNB. If necessary you should thereof keep RNB informed of the changes in specification or if you discontinue production of any item.
4. **All the documents having specific validity period should be furnished when ever they become due. Changes in constitution, merger/amalgamation/takeover/dissolution or liquidation and changes. If any in the name and address of your firm/partner/proprietors/directors of constituted attorney etc. including plant and machinery technical skill, brand products line etc.should be forwarded to RNB when they occur . All these information and documents may be furnished well in time so that necessary details may be updated in the ERP system of RNB.**
5. As a registered supplier your are required to maintain absolute integrity follow a decent standard of business and do unbecoming of registered supplier.
6. Registration on the approved list does not guarantee award of any order in your favour.
7. Whenever you are required to produce a coy of registration certificate, you should produce copies of the original certificate along with all documents (including addition/deletion etc)
8. RNB has a right to add or delete firm and alter or amend any of the above terms & conditions and such additional /deletion amendments and alteration shall also be applicable to the firm already registered from the date when they come into effect
9. RNB reserves the right not to issue the enquiry to any Registered agency in any particular case, and also to suspend, remove, demote or black list the contractors name in certain circumstances.
10. I/We have read the above terms & conditions for grant of registration, carefully and agreed to abide by them.

Signature :

(Seal of company)

Name in block letters :

Designation :

Place :