

FORM A**Application form for registration of firms for indigenous goods as manufacturers**

(To be submitted in duplicate)

1. Category under which registration is sought (tick as appropriate)

- a. Manufacturer b. Assembler c. Converter

2. Name of Applicant Firm:

Address/Telephone/fax/email no. of

- a. Regd. Office
b. Head Office
c. Other Office

3. Status of applicant firm:

- a. Date of Incorporation:
- b. Date of commencement of business:
- c. Constitution of the Firm:

(i). Proprietorship / **Partnership**

(Attach copy of Partnership deed & Form A or equivalent entry certificate from Registrar of Firms duly notarized.)

(ii). Public Limited / **Private Limited** / **Industrial Cooperative**

(Attach Memorandum/Article of Association and copy of signed certificate of incorporation duly notarized)

- d. Names, address & telephone numbers of Proprietor/Partners/Directors having interest in the firm.
- e. If the firm is subsidiary of an Indian/foreign company give particulars of parent/holding Company.
- f. If there are other subsidiaries of the same parent company in India, give full particulars.
- g. If the Directors/Partners/Proprietor have financial interests or are represented on Board (s) of other companies give details.
- h. **PAN Card No. of the Applicant firm** in which the Applicant firm is assessed to Income-tax:-

Income Tax Circle:-..... Ward: - District:-

i. **VAT Registration no(s):-** **State:-**j. **CST Registration no(s) :-** **State:-****4. Goods for which registration is required.**

S.No.	Brief Description	Ref of IS Specification	Model/Brand	Annual prdn capacity per shift

5. Details of factory/godown

- a. Address & Tel Nos: -
-
-

(Attach copy of ownership documents or if on lease, attach copy of lease agreement valid for atleast three years; duly notarized)

- b. Description of factory/godown giving covered/uncovered area, departments and laboratories etc.
- 6. Details of stock held (give following details if required attach separate sheet)**
- a. Raw Materials
 - b. Finished goods
- 7. Technical facilities (give following details if required attach separate sheet)**
- a. Details of plant and machinery installed
 - b. Full information of the technical knowhow of products with flow chart
 - c. Quality control arrangements for routine and acceptance tests
 - d. Details of testing machinery & facilities
- 8. Details of Personnel employed (give following details if required attach separate sheet)**
- a. Technical
 - b. Skilled
 - c. Others
9. State if the products have been fully tested, including type tests where required in specifications. If so attach copy of test reports.
10. If the products require after sales service, give names & addresses of places where such facilities are available and indicate value/extent of spare parts maintained and staff employed.
11. Indicate if your products are directly marketed by you in whole of India. If not indicate names of firms with whom marketing arrangements have been made products wise/area wise.
12. Whether registered with DGS&D and/or NSIC or any other Government organization:- YES /NO
If so furnish copy (ies) of such registration letters.
13. Whether the unit is SSI/non SSI? SSI / Non SSI
If SSI, furnish copy of permanent SSI Certificate. If non SSI, furnish copy of Acknowledgement of the memorandum submitted to SIA of Ministry of Industries.
14. Details of Past supplies made for the items for which registration has been sought.
15. Annual Turnover for last 3years (yearwise) duly supported by relevant Balance Sheet.(Give last 3yrs Balance sheet)
16. Name & Address of the Bankers:
(Indicate Account No. with each bank and submit Bankers report in original)
17. Additional / Optional Information:
- a. State if the products are BIS marked. If so attach a copy of valid BIS license.
 - b. State if the firm have ISO 9000, ISO 14001 certification and other related certification. If yes attach copy of the same.
18. Name and designation of the signatory of this application
(enclose a copy of Power of Attorney where applicable)

Place
Date

Authorised Signatory(ies)
with seal

ANNEXURE-1

DECLARATION REGARDING CONDITIONS OF REGISTRATION

1. The registration shall be granted for a period of **TWO YEARS** only.
2. Registered firms are to abide by the General conditions of contracts laid down by SIMFED.
3. It is obligatory on the part of the registered firms to firms to furnish performance statement in format prescribed in Annexure 4 every year indicating all orders placed on them.
4. Registered firms are required to keep the Registering Authority informed about the changes in their product specification or dis-continuation of production 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 or discontinuation.
5. Registered firm are required to furnish all the documents having specific validity periods like BIS license , Lease agreement, agreement with the principal/ manufactures to registering authority as and when they become due separate application shall be made for each such unit, where a firm has more than one manufacturing units, Requests for change in the name of a firm and /or their office address should be addressed to the Registration office/ centre who granted the original registration enclosing the original registration enclosing the original registration certificate and duly supported by documentary evidence. In the event of any change in the constitution of the firm or in the location of their manufacturing works, the registration with SIMFED shall lapse .The firm should surrender the original registration certificate in such cases and apply for registration afresh.
6. All registered firms are expected to maintain absolute integrity, follow a decent standard of business ethics and do nothing unbecoming of registered supplier.
7. Fresh application with prescribed fee (registration application fee & processing fee) shall be required to be made after expiry of previous registration or for seeking additional registration/ change of specification.
8. The registration on the approved list does not guarantee award of any contract. In their quotation against tenders, registered firms are to quote their registration number, along with clear statement that the tenderer is registered for that particular good with SIMFED.
9. In all future correspondence with the Registration Branch/ Registering Authority of SIMFED, approved vendors are always required to quote the Registration No. given at the top of the registration letter.
10. Whenever registered firm are required to produce copy of their registered certificate, copy of the original certificate complete with all the amendments including additions/deletions etc is made there after shall be produced.
11. SIMFED has the right to add/delete any of the items and to amend any of the terms and conditions included in the registration granted to firms with effect from any date specified in the communication notifying such change

Place:

Authorised signatory (ies) with seal.

Date:

ANNEXURE-2

DECLARATION TO BE SIGNED BY THE VENDOR

I/we have gone through the conditions of the registration detailed in Annexure-I of the Application. I/We fully understand the same and confirm that I/We agree to fully comply with the same.

I/We fully understand that it is incumbent on my/our part to comply with the provisions of the all existing laws/acts/statutes as applicable to our line of manufacture and other provisions like income-tax/licensing and registration under IDR Acts/Inspecticide Licence/Drugs Licence/Boiler Licence/ ISI Licence/ Factory Act registration and any other applicable Acts/Laws/Statutory requirements including the requirements of environmental clearances etc. We have submitted an application for registration with SIMFED after having compiled with these/all other statutory requirements and on us for correctness and fulfillments of the same would be on us.

Place:

Date:

Authorised Signatory(ies)
With seal

ANNEXURE-5

PROFORMA FOR BANKER'S REPORT
(To be submitted on the Bankers' letterhead)

To,
Managing Director,
SIMFED,
Gangtok,
East Sikkim.

Date:-.....

Sub: Financial credibility report in respect of M/s..... (name of the firm with address)
for the purpose of registration with Sikkim state Cooperative Supply & Marketing Federation Ltd.

Sir,

This is to certify that

M/s..... (name of the firm with address)

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.....
.....

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.....

This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully

()
Chief Manager
Bank
Branch with seal

CHECK LIST

1. If the firm is seeking registration for more than one manufacturing unit separate application with requisite fee should be submitted for each.
2. Application form fee of Rs. 2000/- in form of Demand Draft payable to Managing Director, SIMFED to be submitted. For additional items full registration charges & processing fee will be leviable.
3. The Processing Fee in form of Demand Draft in favour of the Managing Director, SIMFED, Gangtok as per the following category

S.No	Items	Proc. Fees
1	Floricultural Products	250/-
2	Agricultural & Horticultural Products (Fruits, eatables, processed foods items etc.)	250/-
3	Agricultural Inputs (Manures, Organic Manures, Seeds, Vermi Compost, Agricultural Machineries, Tools & Equipment, Green House)	2500/-
4	Cement & Rod (Hardware Items, Bricks, GI Wire, GCI Sheets, Pipes and all other hardware related items)	5000/-
5	Uniforms & Liveries	5000/-
6	Furniture (Office & School and all furniture)	5000/-
7	Miscellaneous Items (Computers & related accessories, Electronics and related items, Electrical & its related items, Stationeries, Office Equipment & other accessories, Animal Feeds, Scientific equipment. All others items not covered in other registration categories)	5000/-

4. All Annexures/Enclosures/Documents supporting the application should be authenticated under signatures of the applicant in ink with the seal of the firm/company.
5. This Form A is to be accompanied by the statements/declaration etc. as in Annexures 1, 2, 3b, 4 & 6. The applicants must also complete the checklist as given to ensure that the application is complete in all respects. The Applications with incomplete information/ documents are liable to be rejected.
6. Notarised copy of permanent SSI Certificate for SSI Unit or copy of acknowledgement of the Memorandum submitted to SIA of Ministry of Industry for non SSI Unit
7. Affidavit as per Annexure-3B duly notarized.
8. Statement of Profit & Loss and Balance Sheet for the last three years.
9. Notarised copy of General Power of Attorney in favour of the person signing the application as authorized signatory.
10. Performance statement as per Proforma Annexure-4 of the application
11. Notarised copy of ownership documents of the premises or copy of lease deed (valid for a minimum period of three years)
12. Banker's Report giving details of financial status of the applicant firm as per Proforma Annexure 6
13.
 - a) List of Plant & machinery installed.
 - b) List of Technical personnel employed in product
 - c) Item for which registration required with detailed specification.
 - d) Write-up on quality control measurement adopted by the firm for ensuring quality of raw material brought out item for assembly and subassembly and in process and finished products quality control.
 - e) List of quality control equipment and testing facility available in factory.
 - f) Copy of type test report from Independent lab, where applicable as mentioned in relevant standard.
14. Documentary Proof of the status of the firm
 - a. For the limited Companies/Industrial Cooperatives.
 - i. Copy of Memorandum and Articles of Association duly notarized.

- ii. Signed cop of Certificate of Incorporation authenticated by Notary public.
- b. Partnerships firms
 - i. Copy of Partnership deed duly authenticated by notary public.
 - ii. Power of Attorney in respect of partner, if any duly notarized.
 - iii. Certified copy of Entry Form A or equivalent from the Registrar of Firm, duly notarized.
- 15. Two copies of declaration signed by the vendor accepting condition of registration as per Annexure 1 & 2.
- 16. List of raw materials and finished goods in stock.
- 17. Copy of BIS License if applicable.
- 18. Copy of ISO 9000 (Optional)
- 19. Copy of registration certificate if registered with any NSIC/Other Govt. organization.
- 20. List of places where after sales service facilities (if applicable) are available.
- 21. **For renewal of registration & additional registration:** All applications for renewal or additional registration as the case may be shall be dealt with as in the case of initial registration on receipt with the prescribed processing fees as given above vide Sl.No. 3.

Place:

Date:

Authorised Signatory(ies)
With seal