

Original Sr.No.

[Fees Rs. 100/-(One hundred)]

FORM I

**GOVERNMENT OF GUJARAT
CENTRAL STORES PURCHASES ORGANISATION**

**Form of application for use by the firms for enlistment as approved
Contractors with the Central Stores Purchase Organisation of the
Government of Gujarat.**

1.	Name of the applicant firm	:	
2.	Address	:	
	a) Head Office	:	
	b) Branch Office	:	
	c) Agent's Office	:	
	d) Shops, Godowns/work houses	:	
3.	Telegraphic address and Telephone Nos.	:	
4.	Is your firm registered under	:	
	a) The Indian Companies Act,1913	:	
	b) The Indian Partnership Act, 1938	:	
	c) The Factories Act.	:	
	d) Any other Act	:	
	If private owned state full names and addresses of all persons having direct financial interest	:	
5.	A) Are you a manufacturer ? If so please give –	:	
	a) Details of items manufactured	:	
	b) Details of machinery/ equipment installed in your factory with value	:	
	c) Exact location of the factory	:	
	d) Number of employees	:	
	e) Stock of raw materials	:	
	f) Production figures of last two years	:	
	g) Production capacity per year on shift basis	:	
5.	B) Are you a manufacturer	:	

	registers as Small Scale Industry? If so, please give----		
	a) Photostat/Attested copy of the final registration certificate issued by the concerned authority	:	
	b) Photostat/Attested copy of the registration with the National Small Industries Corporation Limited, Delhi/Bombay.	:	
	c) Photostat/Attested copy of the registration with the Director General of Supplies and Disposals, Govt. of India, New Delhi.	:	
	d) Registration with any other Govt. authority like Factory Inspector, Drug Controller, Municipal Corporation etc. Please give details	:	
6.	Are you a Stockiest? If so, please give	:	
	a) Items of stores stocked	:	
	b) Quantity and value of stores held at present and of which you are the owner	:	
	c) Address of godowns where stocked	:	
7.	Are you an authorized agent of a manufacturer or manufacturers ? If so, please give –	:	
	a) Name and full address of each manufacturer	:	
	b) Items of stores manufactured by each of them	:	
	c) Certified copy of the letter of authority, appointing you as agent in dictating whether the manufacturer will also deal with this Organisation directly or only through your agency :	:	
	d) Photostat/Attested copy (latest) of their registration with	:	

	the Director General of Supplies and Disposals, New Delhi.		
	e) Photostat/Attested copy(latest) of the registration of your principals/ manufacturers with National Small Industries Corporation Ltd., Delhi/Bombay, if on Corporation list	:	
	f) Photostat/Attested copy (latest) of your principals/ manufacturers registration as small scale unit with State Director of Industries.	:	
8.	Names and addresses of your Bankers, Stating the name in which the accounts stand	:	
	In case you have no account with any Bank please state the Civil Authority under whose jurisdiction you are carrying on your business or holding moveable and/ or immovable property or owning your factory	:	
	Names and Addresses of your Insurance Agents and the particulars of the Insurance Policies	:	
9.	(A) Please give details about your registration State and Central Sales Tax, Please indicate Sales during last two years with sales tax paid. Sales as manufacturer and trading be shown separately.	:	
10.	Are you on the approved list of firms maintains by Directorate General of Supplies and Disposals, New Delhi, and Provincial Government Railways or local body. If so, please furnish full registration particulars duly certified	:	
11.	State particulars of important works of contracts executed for	:	

	Government Department, Railways or local bodies		
12.	Whether any one in Gujarat Government Service has any interest in your business besides being a shareholder in the case of Joint Stock Companies ?	:	
13.	Have you obtained Income Tax Clearance Certificate in Appendix "A" ? If so, furnish a copy duly attested.	:	
14	Have you subscribed to the Gujarat Government Gazette Supplement Part – II where the inquires/ tenders are being published, if so date on which subscription was furnished to the Head Cleark, Govt. Book Depot, Azamkhan Plalce, Bhadra, Ahmedabad – 380001.	:	
15.	Name and addresses of your sister concerns, if any – (A sister concern is defined as a firm in which any of your partners/Directors and relative partners/ Directors i.e. wife, sons, sisters daughters father and mother are connected in the capacity of Proprietor, Partner, or Director of the Sister concerns)	:	

DECLARATION TO BE MADE BY APPLICANT

(1) We(name of Partner/Proprietor/Shareholder), do hereby declare that the entries made in this application form are true to the best of our knowledge and also that we shall be bound by the acts of our duly constituted attorney, Shri Who has signed this application and of any other person who, in future, may be appointed by us in his stead to carry on the business of the concern whether an intimation of such change is given to the Central Stores Purchase Organisation or not. We do hereby declare that all subsequent changes in the constitution or working of the affecting the accuracy of the answers now given shall be promptly communicated to the Organisation.

(2) We, further, do hereby agree to abide by the conditions of Tender i.e. “Invitation to Tender and Instructions to Tenderers” (copy enclosed) and other terms and conditions as specified in the booklet D.G.S.D. 25, “Conditions of Contract, governing contracts placed by the Central Purchase Organisation of the Government of India “ and such other instructions as given in the Tenders issued by the Organisation.

Place :

Signature :

Date :

Designation :

Firm's Name :

CONDITIONS OF REGISTRATION

1. A Deposit of Rs. 1,000 (Rs. One thousand only), in any of the modes of payment as shown on last page, shall be taken at the time of registration from all firms except from those borne on the approve list of Contractors maintained by the Directorate General of Supplies and Disposals, Government of India, New Delhi, Small Scale Industries Unit have not to furnish such a deposit provided borne on the list maintained for the purpose by the National Small Industries Corporation Limited or State Directorate of Industries.

2. The above amount would normally serve as earnest money deposit. The Industries Commissioner and Central Purchase Officer, however, reserves the right to demand additional security deposits whenever he deems it necessary as per rules.

3. Registration will be initially for a period of three years from the date of its issues and is subject to renewal therefore but may be cancelled at any time, without notice and without assigning any reasons for any one of the following reasons :
 - (i) Failure in tendering to observe, the instructions given in the “Invitation to tender and Instructions to Tenderers”, tender forms including schedule thereto :

 - (ii) Failure to quote in response to instructions to tender on four successive occasions :

- (iii) Submission of four successive quotations all of which are 50 % or more than the price ultimately accepted :
 - (iv) Failure of secure contracts after twelve successive tenders have been submitted or during the period of three years whichever is earlier ;
 - (v) Failure to perform a contract or contracts, satisfactorily and in accordance with conditions thereof ;
 - (vi) Any ground which is the opinion of the Industries Commissior and C.P.O., Gujarat State, renders retention of the firm's name on the approved list of firms, undesirable in the public interest.
4. Industries Commissioner of C.P.O. may consider the question of returning the amount of deposit on the merits of each and subject to completion of formalities laid down thereof.
5. You should not quote exorbitant prices at any time.

MODES OF PAYMENT OF REGISTRATION DEPOSIT

1. Treasury chalan.
2. Demand Draft drawn by any of the Nationalised Banks for Ahmedbad.
3. Bank Guarantee for a period of three years and on the adhesive stamp paper of Rs. 22.00 P. (Rupees twenty two only)
4. Fixed Deposit Receipt)
5. Municipal Debentures)
6. Port Trust Bond
7. Government Promissory Note
8. National/Saving Defence Certificates.

The above deposit should be in the name of the Industries Commissioner and C.P.O., Gujarat State Ahmedabad except in case of deposits shown against Sr. No. 7 and 8 which shall be in the name of Joint Commissioner of Industries (Store purchase), Gujarat.

Check list for C.S.P.O Registration

Sr no	Document / Details	PAGE NO
1	Certified copy of firm's constitution	
2	Names&Residentialaddressofproprietor/partners/directors/ Trustees.	
3	Letter of power of Attorney in favor of the person who would deal with CSPO.	
4	Certified copy of valid DGS&D and/or NSIC (if applicable).	
5	Names & address of sister concerns	
6	Sale tax No. & Date (Certified copy to be attached)	
7	Central Sales tax No. & Date (Certified copy to be attached)	
8	List of the A/Ts, R/Cs received from DGS&D.NSIC/CSPO during the last three years (if applicable)	
9	Details about sales for last three years in quantity & value.	
10	Copies of Balance sheet & Profit & loss account for the last three years	

Besides Above In Case Of Manufacturer following Deatis are to be submitted

11	Certified of PMT SSI Registration No. Certificate (Certified copy to be attached.)	
12	Ownership documents in respect of factory premises.	
13	Lists of Plant & Machinery installed in factory.(Details including value) (Signed by authorized person)	
14	Certified copy of factory act licence	
15	Certified copy of other relevant valid licence as applicable (Such as Drug licence etc)	
16	Name & Address of your Bankers	
17	Details about electric connection	

In case of Manufacturer's Agents :

18	Letter for the manufacturer for Agency/Dealership f or atleast 3 years and relevant authority letter for participation in purchase programme (i.e Agent shall only participate and not manufacturer)	
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In case of Stockist

19	Details of stock held in stock statement alongwith quantity/value of stores item wise for last three years	
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Note:

All necessary attested details should be submitted at once with application format.