



# STEEL AUTHORITY OF INDIA LIMITED

MATERIALS MANAGEMENT DEPARTMENT  
Peripheral Industries & Vendor Development  
Room No-24, E-Block, Admn Building  
Rourkela Steel Plant  
Rourkela -769011

## APPLICATION FOR REGISTRATION OF INDIGENOUS VENDOR [ Manufacturer / Trader/ Dealer] not for contractors **IMPORTANT**

**Note: Before filling-up the application form and submitting,  
carefully read the following:**

1. *Enclosures I & II are to be filled up and returned along with the application.*
2. *The form is only to be signed by Proprietor/Partner/Director/Company Secretary./ Head of Administration[for foreign company's Indian operation]. Form signed by any other person will be rejected with out any further correspondence . Rubber stamp with Name & Designation should be clearly visible.*
3. *Enlistment of any firm is done entirely at the discretion of Rourkela Steel Plant, SAIL and Rourkela Steel Plant ,SAIL reserves the right to reject any application without assigning any reason.*
4. *In the application form wherever attested copies of documents are sought for , these are to be enclosed along-with the Application form and must be attested by a Public Notary only with clearly visible rubber stamp.*
5. *Before despatch of application form and documents, please refer checklist enclosed at last page of the application form. Incomplete documents are likely to be rejected and no further correspondence will be entertained.*
6. *After submission of Application it will be examined and if found suitable and complete in all respect , communication will be send to you for further Processing procedures such as Capacity Assessment etc. Incomplete, illegible, unsigned or signed by improper person and without e-mail address will be rejected.*
7. *Rourkela Steel Plant is in the process of going for total material management through e-commerce. Parties those are not capable of transacting future business through e-commerce need not apply. With out submission of EPS declaration form and registration , no enquiry will be issued .*
8. *Please enclose a latest list of Board of directors / Partners, Address and their Fathers' name.*

The Application form should be sent to :  
Asst.General Manager, [PIVD],  
Peripheral Industries & Vendor Development,  
Room No-24, E-Block, Admn Building,  
Rourkela Steel Plant,  
Rourkela -769011. ORISSA  
Tel: 0661-2445510/2522138, Fax: 0661-251028  
e-mail: [bkmishra\\_pivd@rediffmail.com](mailto:bkmishra_pivd@rediffmail.com)



STEEL AUTHORITY OF INDIA LIMITED  
ROURKELA STEEL PLANT  
Rourkela  
MATERIALS MANAGEMENT DEPARTMENT

APPLICATION FOR REGISTRATION OF INDIGENOUS VENDORS

The application form duly filled in all respects, together with all the required enclosures must be submitted within 30 days from the date of receiving acknowledgement from Rourkela Steel Plant. **[Failing which the case may be treated as closed]**

**CATEGORY OF ITEMS FOR WHICH THE REGISTRATION IS DESIRED**

Please indicate for which item you are interested for registration:

Name of Product/s:

Sl.No	Name of Items/Product/s:
1.	
2.	
3.	
4.	
5.	

**1. GENERAL**

**1.1 Name of the firm/company:**

**1.2 Address for communication:**

Line 1 :.....

Line 2:.....

Line 3:.....

City:.....Pincode:.....

[ If any other address / Location to be incorporated, please indicate separately]

**STD code-**

**Telephone No.1:.**

**Telephone No.2:.**

**Fax No:**

**Website of Company:**

**E-mail for Correspondence:**

**1.2.1 Registered Office Address**

Line 1 :.....

Line 2:.....

Line 3:.....

City:.....Pincode:.....

**STD code-**

**Telephone No.1:.**

**Telephone No.2:.**

**Fax No:**

**E-mail for Correspondence:**

**1.3 Name & Designation of Chief Executive:**

**1.3.1 Name & Designation of Contact person:**



**STD code-**  
**Telephone No.(Res)**  
**E-mail Address:**  
**Mobile no:**

**Telephone No.[Office]:.**  
**Fax No:**

1.4 Constitution of the firm [ Please ✓Tick Mark]  
(Public Ltd Co / Private Ltd Co / Partnership / Proprietorship)

**Please enclose Original Booklet attested by Public Notary :**

a) In case of Limited companies,:

**1. Memorandum of Articles of Association**

**2. Certificate of Incorporation**

b) In case, of Partnership: **Please enclose Photocopy attested by Public Notary each of:**

**Partnership Deed.**

c) In case of Proprietorship: **Please enclose Photocopy attested by Public Notary each of:**

**SSI /DIC/ NSIC / Registration Certificate/ Affidavit of Proprietor**

**Indicating name of proprietor**

1.5 Registration

**Please write the following information and enclose attested photocopy by Public Notary each of:**

1.5.1 CST Registration Number :

1.5.2 State ST Registration No/ VAT:.

1.5.3 Excise Control Code :

1.5.4 **Income Tax PAN no :** **City of issue**

**[ Laminated PAN card issued and photocopy of both side]**

1.5.5 **If DGSD Rate contract registered** **Yes /No**

## 2. TECHNICAL

2.1 Are you a manufacturer / authorized dealer / trader / channel partner

2.1.1 If manufacturer, indicate category of items manufactured by you along with category-wise production capacities. **Enclose a Catalogue if available.**

Sl.no	Product Details	Size /Specification	Annual capacity	Units/factory /Location

2.1.2 Full address of the factory /workshop owned by you:

Line 1 :.....

Line 2:.....

Line 3:.....

City:.....Pincode:.....

**STD code-Telephone No..**

**Fax**

**E-mail for Correspondence:**

2.1.2 Are you authorized to use ISI mark? If Yes , indicate for which items? Please enclose valid BIS certificate **attested photocopy by Public Notary.**



Sl.no	Item description	ISI mark

2.1.4 Are you ISO accredited, If Yes, indicate for which facilities/ products/services? Please enclose valid ISO certificate **attested photocopy by Public Notary**.

Sl.no	Facilities/ Products/Services	ISO Certified

2.1.5 Give details of machinery erected and functioning in Enclosure-[I].  
Are you an SSI unit? If yes, please enclose certificate **attested photocopy by Public Notary**.

2.1.6 . Are you a Registered Supplier/ Vendor to other SAIL units / other PSU and Government Dept / Reputed Private Organisation ? Yes /No

2.1.7 If yes, please indicate

Sl.no	Plant/ Organisation	Registration no	Validity

**Please submit attested photocopy of the above document by Public Notary.**

2.2 If Authorized Dealer/ Trader/ Channel partner:

2.2.1 Give name of stores which you are dealing, **please enclose photocopy of dealership certificate/ channel partner certificate, attested by Public Notary**

Sl.no	Item /Product	Manufacturers name	Validity of Dealership

### 3. QUALITY CONTROL / INSPECTION FACILITIES

3.1 Please enclose the Organization Chart of your Quality Control/Inspection Deptt and R&D facilities, if any.

3.2 Please furnish in Enclosure-II particulars of Quality Control/ Inspection / Laboratory facilities that you have.

3.3 How do you get your test equipment & measuring instruments recalibrated ? Is it through In-house facility or by out-source. [ please strike out which is not applicable]

### 4. FINANCIAL POSITION

4.1 Annual turnover for the last three years

Sl.no	Turnover in Lakhs	Year




4.2 Name and address of your bankers and account Nos. and type of account.

Sl. no	Name of Bank	City	Branch	Account No	Type of Account

4.3 Please enclose Public Notary attested copy each of your:

***1. Profit & Loss statement for last three years & Balance Sheet***

5. REFERENCES OF YOUR CUSTOMERS [ Regarding performance of your supply], Please enclose photocopies of orders executed [ do not enclose enquiries received] during the last 3 years .

Sl.no	Plant/ Organisation	Order No, Date	Value in Rs.

*Please enclose a latest list of Board of directors / Partners, Address and their Fathers' name.*

**6. ANY OTHER INFORMATION CONSIDERED RELEVANT AND USEFUL**

***The information furnished is true to the best of my knowledge and belief. In case the same is found incorrect, SAIL, RSP reserves the right to cancel the registration and also take any other action as deemed fit.***

I agree to transact business / future business with Rourkela Steel Plant through e-procurement route.

Date:

Place:

Signature  
Name & Designation

[ Rubber Stamped]

Seal of the Company







## Check list for Submission of Application Form for Vendor Registration.

Before submission of application form, please check the following points and enclose the required documents. Also, tick mark if applicable, otherwise write N.A.

Appln. Form Ref.no	√ N.A	Points / Documents
<b>All Documents should be duly attested by A Public Notary only. Do not submit photocopy of Notarised documents. Photocopies of documents should be clearly visible.</b>		
		<b>E-Mail address for communication</b>
		<b>Public Notary</b> Attested Original set of Memorandum of Articles of Association. <i>[ If Public Limited Company , Private Limited Company ]</i>
		<b>Public Notary</b> Attested copy of Certificate of Incorporation <i>[ If Public Limited Company , Private Limited Company ]</i>
		<b>Public Notary</b> Attested copy of partnership deed <i>[ If Partnership Firm ]</i>
		<b>Public Notary</b> Attested copy of Registration of SSI/NSIC/DIS etc. or affidavit indicating proprietorship <i>[ If Proprietorship Firm ]</i>
		<b>Public Notary</b> Attested copy of CST registration Certificate
		<b>Public Notary</b> Attested copy of State ST Tax registration / VAT registration certificate
		<b>Public Notary</b> Attested copy of Excise Control Code Documents
		<b>Public Notary</b> Attested copy of Valid ISO certificate, if applicable
		<b>Public Notary</b> Attested copy of Valid BIS certificate, if applicable
		Details of items to be supplied by the vendor / Product Catalogue enclosed
		<b>Public Notary</b> Attested copy of SSI/NSIC certificate, if applicable
		<b>Public Notary</b> Attested copy of DGSD rate Contract certificate, if applicable other statutory certificates like Drug Licence/Explosive /Environment /pollution control clearance if applicable
		Details of Machinery erected, if applicable
		<b>Public Notary</b> Attested copy of Valid Dealership certificate, if applicable
		Particulars of Quality Control / Inspection facilities, if applicable
		Specify annual turnover for last 3 years
		Details of your Banker and Bank Account no, City, Branch, Type
		<b>Public Notary</b> attested copy of Income Tax PAN no and city of issue
		<b>Public Notary</b> attested copy of profit & loss account & Balance Sheet
		<b>Please enclose a latest list of Board of directors / Partners, Address and their Fathers' name.</b>
		<b>: These are Mandatory</b>
<b>IMPORTANT:</b>		
1. Application form must be signed & Rubber stamp clearly visible.		
2. All above relevant documents should be flagged and tagged / stapled properly.		
3. As RSP will be going for e-procurement, E-mail address is a must. Please indicate your company's email address at the appropriate place.		



