

Enclosure to Letter No.

GAIL (INDIA) LIMITED

VENDOR REGISTRATION PROFORMA

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Part-I	:	Company Information
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PART-I **COMPANY INFORMATION**

- 1) Name of the applicant Company :
- 2) Company's latest address :
 - a) Head / Corporate Office
 - i) Address :
 - ii) Ph. No. :
 - iii) Fax No. :
 - iv) E-mail :
 - v) Contact Person :
with designation
 - b) Registered Office
 - i) Address :
 - ii) Ph. No. :
 - iii) Fax No. :
 - iv) E-mail :
 - v) Contact Person :
with designation
 - c) Works/ Factory
 - i) Address :
 - ii) Ph. No. :
 - iii) Fax No. :
 - iv) E-mail :
 - v) Contact Person :
with designation

- d) Local (Delhi) Representative
- i) Address :
 - ii) Ph. No. :
 - iii) Fax No. :
 - iv) E-mail :
 - v) Contact Person with designation :
- e) Service Centre (Local)
- i) Address :
 - ii) Ph. No. :
 - iii) Fax No. :
 - iv) E-mail :
 - v) Contact Person with designation :
- f) Agent/ Representative (Local)
(for overseas company)
- i) Address :
 - ii) Ph. No. :
 - iii) Fax No. :
 - iv) E-mail :
 - v) Contact Person with designation :
- 3) Date and place of incorporation of the Company (with MOA/ Articles of Association to be furnished) :
- 4) Registration No. of the Company (copy to be enclosed) :
- 5) Nature of Company (Proprietorship/ Partnership - (Specify Name of the Partners)/ Private Limited/ Government/ Public Sector/ Others) :
- 6) Nature of Business (Manufacturer/ Authorised Dealer/ Supplier/ Trader/ Agent/ Others (Please specify)) :

- 7) Scope of Business :
(products/ services/ combinations)
(with catalogues, brochures, etc.)
- 8) Product/ Services/ Combination of :
products & services offered for
registration (Details to be
furnished in the following Parts-II
and III with supporting
documents)
- 9) Company's Key Personnel (with :
their designations/ phone, fax and
e-mail, etc.)
- 10) Company's total number of :
employees with discipline-wise
break-up of
- Technical Graduate Engineers
 - Diploma Holders
 - Specialists
 - Skilled Workers with details of
Skills
 - Unskilled Workers
 - Administrative/ Finance
 - Others
(Pl. Attach Brief C.V. sheets with
relevant details of qualification
and experience)
- 11) Associate Company with :
addresses and other details
- Third Party Inspection
 - Sub-vendors
 - Others (Pl. Specify)
- 12) Enlistments with other similar
organisations in India/ abroad
- 13) License of manufacture/ foreign :
collaboration information
- i) Nature of License/ Collaboration
 - ii) Name and Address of Licensing
Authority/ Collaborator
 - iii) Date of Collaboration/ Issue of
License
 - iv) Validity Upto

- 14) Registration With International/ National Quality Certification Institutions like ISO, etc. :
(Pl. furnish copy)
- 15) Certificates for use of stamps/ monograms like API, BIS, ISI, etc. with validity period. :
- 16) Rated capacity and capacity utilisation for the category/ item sought to be registered :
- 17) Single largest order (any) executed during last five financial years :
- 18) Details of major orders executed/ under execution for the category/ item sought to be registered :
- 19) Registration with International/ National Financial Institutions :
- 20) Name and address of the Bank with branch and Bank A/C No. etc. :
- 21) E-Banking facilities, if any :
- 22) Turnover of Company for the last 5 financial years :
- 23) Statement of account of paid up capital (equity) for last three years :
- 24) Balance Sheet for last 5 years :
- 25) Bankers Certificate for Credit Limit (cash credit limit/ overdraft limit/ Bank Guarantee limit/ LOC Limit) and Solvency Certificate from the bank :
- 26) Registration Nos. (with copies)
 - a) PAN :
 - b) Sales Tax (Central/ State) :
 - c) Service Tax :

- d) TIN No. :
- e) Provident Fund/ ESI Nos. etc. :
- 28) Performance Certificates/ Appreciation from Clients :
- 29) Whether the company is under litigation/ arbitration cases during last 5 years; if yes furnish details.
- 30) Whether the Company has been delisted/ debarred from business with any similar company in India, and the reasons thereof :

Note: All columns to be filled in by the Company and submitted alongwith all necessary documents/ credentials/ copies of the certificates, etc. Any other relevant information in support of registration may be volunteered by the applicant. All pages may be signed in ink with stamp by the authorised representative of the company in that behalf with the every declaration that document/ information furnished is true and valid for the duration of the registration and in case there are any changes/ variation, the same shall be immediately brought to the notice of GAIL.