

Application for registration of firms for indigenous stores and contracts

1.	Category under which registration is sought (tick as appropriate)	a)	Manufacturer
		b)	Assembler
		c)	Converter
		d)	Supplier
		e)	Contractors
2.	Name of Applicant firm:		
	Address/telephone/ fax/e-mail no of		
	a)	Regd. office:	
	b)	Head office:	
	c)	Other office:	
3.	Status of applicant firm		
	a)	Date of Incorporation	
	b)	Proprietorship/partnership (Attach copy of Partnership deed and From-A of equivalent entry certificate from Registrar of firms duly notarized)	
	c)	i)Public Limited/Private Limited Industrial Cooperative (Attach Memorandum/Article of Association and copy of signed certificate incorporation duly notarized)	
	d)	Names, address and telephone nos. 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)	Sales Tax registration no (s) and PAN No.	
4.	Stores for which registration is required.		
Sl. No.	Brief Description	Ref. of ISI/ISO Specification	Model/Brand
(1)	(2)	(3)	(4)
(5)	Limited size/ Capacity/Rating		Annual Production capacity per shift
(6)			
5.	Contracts for which registration is required		
	Brief Description of works	Amount of works	
6.	Whether registered with DGS&D and/of NSIC of any other Government organization? if so. furnish copy (ies) of such registration letters.		
7.	Annual turnover for last three years (year wise) duly supported by relevant Balance sheet.		
8.	Name and Address of the Bankers: (Indicate Account No. with each Bank)		
9.	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 certification. If yes attach copy of the same.	
10.	Name & designation of the signatory of this application (enclose a copy of power of attorney where applicable)		
	Place: Date:		Authorized signatory (ies) with seal
Notes:			
1.	If the firm is seeking registration for more than one manufacturing unit. Separate application with requisite fee should be submitted for each.		
2.	All Annexure/Enclosures/documents, supporting the application should be authenticated under signatures of the applicant in ink with seal of the firm.		
3.	This form is to be accompanied by the Statements/declaration etc. as in. The applicants must also complete the checklist as given below to complete in all respect. The applications with incomplete information/ documents are liable to be rejected.		
Check list:			
1.	Application form fee of Rs. 50/- in favour of Director, HRDI, Centre for Aromatic Plant (CAP), Selaqui, Dehradun in form of Bank Draft or cash in lieu of application form fee if downloaded is also required with your application.		
2.	Name of Govt. Depptt/Public Sector undertakings to whom the supplies made by your concern in last three years/contracts carried out during last three years with Govt. Deptts/PSU with Income Tax Clearing Certificate & Certificate from Deptts.		
3.	a)	Item for which registration required with detailed specification.	
	b)	Write-up quality control measurement adopted by firm for ensuring quality of raw material brought out item for assembly and Subassembly and process and finished products quality control.	
	c)	List of quality control equipment and testing facility available in factory.	
4.	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 copy of Certificate of Incorporation authenticated by Notary public.
	b)	Partnership firms	
		i)	Copy of Partnership deed duly authenticated by notary public.
		ii)	Power of Attorney in respect of partner. if any duly notarized.
5.	Copy of BIS license if applicable		
6.	Copy of ISO Certification if any.		
7.	Copy of Registration Certificate if registered with NSIC/Other Govt Organization		
8.	List of places where after sales service facilities (if applicable) are available.		

Registration of Vendors & Contractors

(A) Vendors

(i) Computers & Peripherals

Computers & Services, Laser/Inkjet printers, Toner Cartridges, Scanners etc.

(ii) Photocopiers & other machines

Toner Cartridges, Digital Copiers, Fax machine, EPABX & Telephone set, Generator etc.

(iii) Furniture Items & fixture

Office furniture (Chair, Table, Almirah, Stools etc.), Computer furniture, Laboratory furniture and Canteen furniture etc.

(iv) Stationery Items

Office stationery, Computer stationery, Lab stationery etc.

(v) Electrical Items

Refrigerators, Air conditioners, UPS, Batteries, Coolers/ Blowers, Stabilizers, Bulbs, Tube light, CFL, Inventors, Ceiling fan, Wall Mounting fan, Loose Wires, Motor rewinding, Electric switch board and other related items etc.

(vi) Electronic Items

Cameras, Video camera, Photo films, LCD/DLP Projectors, Electronic balance, Over head projectors, Mike, Clock, Audio visual equipment, Screen etc.

(vii) Scientific Equipments, Chemical & Glasswares and Spares

GC column, GC-MS column, syringe, UV spectrophotometers, Cuvettes, FTIR, Incubator, Library, Deep Freezers, HPLC, Column, Solvent, Syringe, pH meter, Buffer, Dehumidifier, Evaporator, Polarimeter, HPTLC, Plate, Syringe, Sonicator, Electronic Balance, Clevenger, Oven, Fuming hood, N_2 , H_2 , He, Methane, Air, Cylinders, Double Gauge, llater grade regulator, Switch Clock, Fire extinguisher, Beaker, Funnel, Desiccators, Conical flask, Beurette, Pipette, Lab glassware & chemicals/ fine grade/AR grade and reference standards of natural products etc.

(viii) Farm Equipment

Grass Cutter (Shaft), Forage Harvester, Power Lawn, Mower (Grass cutter), Water sprinkler, Rubber hose pipe, Tube well spares, Land leveler, Straw reaper, Tripping Trolley, Tractor, Crates, Green house, Pots (Gamlas), Poly House, Net House, Mist Chamber, Fountains, Power Triller, water tank (syntax) etc.

(ix) Farm Requirements

Pesticides / Insecticides, Fertilizers, Compost, Farm tools (Loose tools), Fuel for distillation units, Planting material for nursery etc.

(x) Canteen Requirements

Cooker, Crockery, Utensils Stand, Water Purifier, Buckets etc.

(xi) Guest House

Wooden Cot, Mattress, Blanket, Pillow, Quilt, Bed sheet, Covers, Curtain, Palmate, carpets, Crockery, Bucket, Mug, Utensils, Geysers etc.

(xii) Distillation Units

Supply & repairs of Steam distillation unit & boiler, Field distillation unit - 2 Qt., Field distillation unit - 5 Qt., Field distillation unit - 10 Qt etc.

(xiii) Survey items

Field Kit, Rucksack, Sleeping bag, Mattress, Day pack, Umbrella, Tent, Torch, Altimeter, Pedometer, Binoculars, Compass, Field/Traveling shoes, Jackets, etc.

(xiv) Library

Books, CRM, Journal, Magazines etc.

(xv) Printing

Technical bulletin, Brochures, Pamphlets, Panel for display, Hoarding, Annual report etc.

B) Contracts

1. Maintenance/AMC

Computers, Fax, Photocopier, EPABX, UPS, Lab equipments etc.

2. Civil

Building, Road/Footpath, Fountains, Repair works of Petty nature, Installation of Field Distillation Units & their maintenance, Board painting, Sanitary works, White washing, plumbing etc.

3. Electrical Installation

Building Light, Lab, Road Garden Lighting, Farm Lighting, Repairs of all types of the above

4. Establishment Requirements

Supply of contractual manpower, Security Guard and farm labourer etc. -

5. Farm works

6. Transportation

Hiring of Truck, Trolley, Taxi etc.

Note: For stationery and contingent stores, only local suppliers of Dehradun/Selaqui are requested to send their offers.