

SOUTH WESTERN RAILWAY

Registration of firms as approved suppliers.

Please furnish the following documents/particulars marked:-

- 1. Photocopies of your State Sales tax and Central sales tax certificate.**
- 2. Latest original rent receipt, revenue stamp affixed copies of rent deed, lease deed of municipal tax receipt duly attested by a Gazetted Officer, for your Office/Godown/Factory.**
- 3. Original receipt, for Rs. 50.00 by cash/M.O. to be remitted towards Regn. Fee.**
- 4. Original of affidavit made on a stamp paper and attested by a first class Magistrate or a Notary Public declaring the value of stock owned by you.**
- 5. Original of affidavit made on a stamp paper and attested by a first Class Magistrate or a Notary Public listing and declaring the machineries owned by you. Please note that the list of machinery should form part of the affidavit.**
- 6. Copies of agency agreements with your principals.**
- 7. Copy of your valid and current income tax clearance certificate showing the name of the firm along, with name of proprietor/partners and assessment particulars for the preceding five financial years.**
- 8. Copies of certificates from the registrar of firms for Partnership firm, under the Indian Partnership Act, 1932.**
 - 1) Certificate of acknowledgement of registration, Form 'C' under Rule-9 (a) Sec 58 (1)**
 - 2) Entry of names of partners in Form 'A' under Rule5, Sec. 59.**
- 9. Photo copy of Small Scale Industry certificate.**
- 10. Photo copy of the National small Industries Corporation Ltd. Certificate showing details of items registered ad validity.**
- 11. Photocopy of the partnership deed duly attested by a Gazetted Officer.**
- 12. Copy of Memorandum & articles of Association along with copy of Certificate of Registration from the Register of Companies.**
- 13. Copies of certificate of registration with your home Railway, other Railways, DGS & D/New Delhi and other Govt. Departments. Please submit copies of re-validation certificates also wherever original validity has expired.**
- 14. Statement of your performance, details of orders obtained and executed by you, with details of party, order no., date, description, quantity and value and date of supply.**
- 15. Copies of lease deed with your principals for dealership.**
- 16. List of sitting directors.**
- 17. Area and brief description of your factory.**
- 18. Bankers Confidential report about your financial standing, Reliability and capacity in sealed cover.**
- 19. Trade profit and loss account and balance sheet for the three preceding financial year's duly audited and certified by a Chartered Accountant.**

20. Statement of result of operation and financial position for the three preceding financial years. This is required in addition to P & L Account and Balance Sheet as per the following proforma duly signed by authorized person.

Sl.No.	Details	Finacial Years		
		Year Ending As on	Year Ending As on	Year Ending As on
1.	Gross Sales			
2.	Gross Profit			
3.	Depreciation			
4.	Net Profit			

21. Power of Attorney in favour of one person of the firm who is authorized to deal with this Railway, duly made on a stamp paper in the form of affidavit declared by all partners/directors and attested by a First Class Magistrate or a Notary Public original only is to be submitted. If the existing original cannot be submitted by may prepare a fresh affidavit and submit it's original.

22) Four-digit trade group Nos. required. Please note that your will be considered for a maximum of five or six groups only. Hence please advise your reduced number of groups.

23) Nature of trade: whether Manufacturers/Agent/Stockist of dealers.

24) Original of affidavit made on stamp paper sworn in before a First Class Magistrate or a Notary Public to the effect that the firm/company was not banned, suspended by the government and that the proprietor/partners/directors of the firm/company are not/were not proprietor/partners/Directors of any other firm/company with whom the Govt. has banned suspended business dealings. This should be made on behalf of all partners/Directors.

25) Original of affidavit on a stamp paper attested by Notary Public declaring whether the proprietor/partners/ Directors or their wives/husbands or any of their family members are already figuring as proprietors /partners /Directors in any other firm/company already registered with south Western Railway.