

**Annexure-I**

**Format No.vdc/3.1/(ia)**

**APPLICATION FORM FOR REGISTRATION OF INDIAN AGENTS**

IMPORTANT INSTRUCTIONS :

1. Indian Agents representing a Foreign Supplier in tenders of RINL/VSP shall submit application in the format for registration. It shall be valid for the contract, if (awarded) finalized on the Foreign Supplier, which the agent represents.
2. No Indian Agent shall be permitted to represent more than one Foreign Supplier in a Tender.
3. Full and unambiguous reply to each query must be given or else application may not be processed at all.
4. Wherever necessary extra sheet can be attached and mention of this may be made against the appropriate column of the application.

REF. NO : \_\_\_\_\_  
(Not to be filled by Applicant)

**PART – I**

1. Name of the firm :
2. Date of incorporation :  
( DD MM YY )
3. Address of the Registered Office :  
  
Pin Code :  
Tel No :  
Fax No. :
4. Address of the Head Office :  
  
Pin Code :  
Tel No :  
Fax No. :
5. Address of the Branches :  
  
Pin Code :  
Tel No :  
Fax No. :
6. If you are registered with DGS&D / Other STEEL Plants, give registration No.

## PART-II

Status of Firm & Company :

(Put a tick mark to whichever is applicable)

1. Proprietorship concern
2. Partnership concern
3. Private Limited
4. Public Limited
5. Central Govt. Undertaking
6. State Govt. undertaking

( Detailed structure of your firm or company may be furnished at Appendix "A" )

## PART – III

- a. Name of the Principal :  
( Whose agent is seeking registration )
- b. Address :
- Pin Code :  
Tel No :  
Fax No. :
- c. i. Details of the agreement/contract with principal.
- ii. Are you sole selling agent for the principal : Yes / No  
(If yes, furnish copy of valid agreement duly attested)
- a. Date of appointment as sole selling agent.  
b. Date up to which appointment is valid  
c. Percentage of commission.  
d. Whether the agent has the authority to : Yes / No  
commit and sign on behalf of the principal.
- iii. Whether you are prepared to quote and receive : Yes / No  
payment in Indian Rupees.
- iv. Do you have facility to offer after sales service ? : Yes / No  
If yes, give details of facilities at Appendix 'B'
- v. Have your firm/partners/proprietors/directors have : a. RINL/VSP YES / NO  
business in the past with. b. DGS&D YES / NO  
c. Any other YES / NO  
Govt. Dept.
- ( If yes, give details at Appendix 'C' )

Place :  
Date :

Signature of the Applicant  
Proprietor / Partner / Director

**STATUS OF THE FIRM :**

1. Is your firm incorporated under the Companies Act or any other law. If so specify.
2. Is your firm registered under the Indian Partnership Act, 1932.
3. If Company registered under the Indian Companies Act, I of 1956, State :
  - a. Name in which it is registered (Furnish Articles of Association and Memorandum).
  - b. The place at which registered along with the registration.
  - c. Registration of Certificate No. & Date of Registration (True copy duly authenticated by a Notary Public to be furnished).
  - d. Whether Private or Public Limited.
  - e. Authorized capital of the Company.
  - f. Issued / Subscribed Capital.
  - g. Paid-up Capital.
  - h. Place from which business is carried on.
  - i. Income-Tax Circle/Ward/District in which the company is assessed for Income-Tax and GIR.PAN No.
  - j. Managing Director / Whole time Director / Manager - Name & Address.
  - k. Board of Directors (Name & Address).
  - l. If a subsidiary of an Indian or Foreign / Holding Company.
  - m. Full details of any other companies in India of the parent / holding Company.
  - n. Details of other companies in which the Directors have financial interests or are represented on the Boards.

**PARTNERSHIP FIRMS :**

- a. Whether the firm is registered under the India Partnership Act, 1932 or any other Act, requiring the registration of the firm/partnership.
- b. Name and / or style in which it is registered.
- c. Name and address of the Registrar with whom registered.
- d. Date of such registration and number and date of Registration Certificate.
- e. Names and addressed of all partners with the extent of share held by each partner.
- f. Place from which the business of partnership is carried on.
- g.
  - i. Whether in accordance with the partnership deed, any one partner has been authorized to sign and paid the firm in all contractual obligations including power to refer the cases to arbitration. If so, furnish one copy of partnership deed duly authenticated by a Notary Public.
  - ii. If the answer is negative, whether a separate power of attorney exists in favour of any particular partner to perform such functions. In such a case a copy duly attested by a Notary Public should be submitted.
- h. Whether Income-Tax has been paid by each partner during all the previous years.
  - i. Income-Tax Circle/Ward/District in which the partnership assessed.
  - ii. Income-Tax Circle/Ward/District in which the partners are separately assessed with PAN/GIR No.
  - iii. Whether partners have any connection with other Undertaking/Firm. If so, full details to be given indicating names, address of the undertaking, the extent of shares etc.

**PROPRIETORSHIP FIRM AND OTHERS :**

- a. Name and / or Style of the firm.
- b. Proprietor's name and address.
- c. Full details of other undertakings owned/controlled by the proprietor.
- d. Name and Style in which business is carried out.
- e. Place from where business is carried out.
- f. Names and addresses of all members/co-partners, with nature and extent of their interest. (In the case of a joint family information on all persons to be given).
- g. Income-Tax Circle/Ward/District in which the concerned and it's proprietor member/co-partners are assessed for Income-Tax with PAN/GIR No. of each person.
- h.
  - i. Whether the applicant firm, Directors/Partners were at any time prosecuted for any offence by any court for Civil/Criminal/Economic offences.
  - ii. If yes, give details of offence and penalty.

**APPENDIX B**

**DETAILS OF AFTER SALES SERVICE :**

- a. Name and address of branches in India where such facilities are available.
- b. Manpower details indicating :
  - i. Total :
  - ii. Qualification of each :
  - iii. Work Experience of each :
  - iv. Arrangement to supply the equipment and spare parts :
  - iv. Extent of stock and value maintained.

**APPENDIX C**

**DETAILS OF BUSINESS DONE WITH RINL/VSP OR ANY OTHER GOVT. DEPT. IN THE PAST**

1. Are you already registered with any of the PSUs / Govt. Depts.? If no please furnish details of Registration.
2. Have you applied to RINL/VSP for Registration ? If so, with what result ?
3. Are you doing business with RINL/VSP under any other name ? If so, give details.
4. Have the Partners / Proprietors / Directors of your firm done business with RINL/VSP in the past ? If so, indicate name and addresses, and the contract / A/T reference number & dates.
5. Have you executed any order placed on you by RINL/VSP or any other department of the Govt. of India in the last three years ? If so, details to be furnished.
  - 1) I \_\_\_\_\_ Son of \_\_\_\_\_ certify that the agency agreement is current and that the applicant firm has no other agreement with any of its Principals for payment of commission other than what is stated herein either abroad, or in India in foreign currency.
  - 2) I also certify that I am duly authorized to submit this application on behalf of the firm proprietor / authorized partner / authorized constituted attorney.

- 3) I confirm that in the event of any change in agency agreement, termination of the agreement and / or change in the management of the applicant firm, the same will be duly intimated to RINL/VSP within 15 days of such change.

(Signature of the applicant)  
Proprietor / Authorized Partner / Director

Witness by (1)

(2)

Date :

**DOCUMENTS TO BE ENCLOSED WITH THE APPLICATION FORM**

(THIS PAGE MAY BE DETACHED FROM THE APPLICATION AND RETAINED BY THE APPLICANT)

**1. Copy of the valid agreement with the foreign principal duly attested by a Notary Public. Agreement should invariably include the following :**

- a. Date of appointment of the Indian Agent.
- b. Date up to which appointment is valid.
- c. Percentage of commission.
- d. If the Indian Agent has the authority to commit, sign on behalf of the principal.
- e. Indian Agent / Agency commission in rupees only.
- f. Area/Place for which agreement is valid.
- g. Stores / Item included in the agreement.

**2. Documentary proof of the status of the firm :**

**a. For the Limited Companies :**

- i. Copy of the Memorandum and Articles of the Association duly notarized.
- ii. Copy of the Certificate of Incorporation, authenticated by Notary Public.
- iii. General Power of Attorney in respect of officer, if any.

**b. Partnership Firms :**

- i. Copy of Partnership deed fully authenticated by Notary Public.
- ii. Power of Attorney in respect of Partner, if any, duly notarized.
- iii. Certified copy of Entry in for ' a ' .
  - Copy of Income-Tax Clearance Certificate.
  - Copy of Balance Sheet.
  - Affidavit of banning on non-judicial stamp paper of Rs.5/- duly notarized (sample enclosed).

Performance against orders placed by DGS&D / Central Govt. Dept./State Govt. Depts./Public Sector Undertaking, if any. ( To be executed on Non Judicial Stamp Paper and attested by a Notary Public or 1sr. Class Magistrate).

**AFFIDAVIT**

I / We \_\_\_\_\_ on of  
\_\_\_\_\_ am / are Proprietor /  
Partner /Directors of M/s. \_\_\_\_\_ with  
their registered office at \_\_\_\_\_.

I / We solemnly affirm that there has been no change in the address of our firm / or  
factory / bankers / in the constitution of the firm / in the plant and machinery installed  
in the factory / and in the line of products being manufactured by the firm or reduction  
/ changes in technical personnel, quality control arrangements since the date of grant  
of last registration by RINL / VSP.

The information given above is true to the best of my / our knowledge and belief.

Signature of Deponent(s)  
Firm's Company Seal

Place :  
Date :

Sworn / Affirmed before a Notary public or 1<sup>st</sup> Class Magistrate on the  
\_\_\_\_\_ day of \_\_\_\_\_ 200

**Note** : Please strike out the entries which are not applicable. The changes, if any, should be  
indicated in your forwarding letter.

Annexure – II

Format No.VDC/3.1(ia)-R

**Agents / Agency Particulars Register**

Firms Represented by M/s.

Code :

<b>Vendor Code (1)</b>	<b>Supplier's Name (2)</b>	<b>Remarks (3)</b>

List consolidated as above shall be communicated periodically to ENFORCEMENT DIRECTORATE / MINISTRY OF STEEL.