

“Preliminary Form”

1.0 Type of firm : Whether a Proprietorship Yes or No

If not a Proprietorship then,

- 1.1 If firm is a **Pvt. Ltd./Ltd** attach following documents:
 - (i) Certificate of Incorporation
 - (ii) List of Directors
 - (iii) Power of Attorney or Resolution passed by board of Directors
- 1.2 If firm is a **Partnership firm** attach following documents:
 - (i) Partnership Deed duly attested by Notary
 - (ii) Power of Attorney

2.0 To be registered as Manufacturer/Authorised dealer /Print & Supply of Stationery

2.1 If firm is to be registered **as manufacturer:**

- (i) Aggregate turn over of the firm in last three year should be more than 50 lakhs. However, turn over limit is not applicable for the firm registered with NSIC / DGS&D/ Zonal Rlys/Rlys Production Unit.
- (ii) **Mandatory to submit valid ISO certificate.**
- (iii) Submit an original affidavit declaring that plant & machinery, building etc. are owned by the firm along with a list of plant & machinery showing their individual values (Performa enclosed)

2.2 If firm is to be registered **as Authorized dealer:**

- (i) Aggregate turn over of the firm in last three year should be more than 10 lakhs. However, turn over limit is not applicable for the firm registered with DGS&D/ Zonal Rlys/Rlys Production Unit.
- (ii) If firm is a authorized dealer attach valid Authorization certificate of **at least two firms having ISO-9000 certificate**. However, If firm furnishing an original Affidavit on Non Judicial Stamp Paper duly attested by Public Notary declaring that they are exclusively dealing with items of a particular ISO certified OEM only. This condition may be relaxed to & they has to submit authorization from only one ISO-9000 certified OEM only.

2.3 If firm is to be registered as **Print & Supply of Stationery**

The aggregate turnover in last three years should be more than Rs 5 Lakh. However, turn over limit is not applicable for the firm registered with DGS&D/ Zonal Rlys/Rlys Production Unit. No ISO condition is applicable for this category.

3.0 Whether firm is registered with NSIC/DGS&D/Controller of stores of Rlys. Production Unit /Controller of stores of Zonal Rlys. **Attach valid registration certificate copy duly Notarized**

4.0 The following documents may also be submitted along with above mentioned documents:

- i) Whether your office/godown/factory premises owned by you
If yes, submit the Sale Deed duly attested by Notary/ Municipality Tax Receipt/ Electricity connection receipt
If no, then submit Attested rent agreement copy with latest rent receipt/ Lease deed / Lease license.
- ii) Latest Telephone bill (duly paid)
- iii) State Sales Tax/CST/VAT/TIN Registration certificate copy
- iv) Balance sheet & profit loss A/Cs. of last three years duly audited
- v) Income Tax return (SARAL) copy of last three years
- vi) Sales Tax return (Judgment) copy of last three years
- vii) Copy of valid Shop establishment certificate/Factory license/Trade license
- viii) Copy of Valid digital signature certificate, E-mail address, ID code generated during registration on IREPS website.
- ix) An original Affidavit on Non Judicial Stamp Paper duly attested by Public Notary declaring that the dealing of the firm or their partner/Director/ Proprietor have not been banned by Ministry of Railways of any other Govt. Deptt. (Performa enclosed)
- x) Purchase Order copies executed on Rlys./other Govt. organization /govt. public undertakings
- xi) Demand Draft of Rs 1000/- in favor of FA&CAO/North Central Railway/Allahabad as processing fees if not registered with NSIC.
- xii) Bank Statement with Bank Adress