



**HEAVY ENGINEERING CORPORATION LIMITED**  
**(A Government of India Enterprise)**

**APPLICATION FORM FOR REGISTRATION OF FIRMS**  
**AS APPROVED SUPPLIERS.**

**(PART-I)**

To

Manager Registration Cell,  
Central Purchase  
Heavy Machine Building plant  
PO. Dhurwa,  
Ranchi – 834004

**From:** (Full address for correspondence along with Fax. No. Telephone No. e-mail address)

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Sub: Request for enlistment as Registered Vendor with HEC Ltd.

1. Name of the Firm : Full Address along with Fax, Telephone No., E-mail etc.  Registered / Head Office : Regional / Branch offices in any:	
2. Item or Items of stores for which enlistment is desired.	
3. <b>Organisational setup of the firm:</b> Specify under which law / regulation your firm is incorporated with giving details.  (a) registered under the Companies Act. 1956 .	

<p>(b) registered under the Indian Partnership Act.1932</p> <p>(c) any other</p> <p>(d) Is factory registered under the Indian Factories Act. 1948 ? If yes give details.</p>	
<p>4. Dose your firm come under the scope of the industries (development and regulations) Act, 1951 and if so, the No.&amp; date of registration of Licence held under the Act.</p>	
<p>5. If the firm is registered under the Companies Act. 1956.</p>	
<p>(a) The name in which it is registered:</p>	
<p>(b) The Registrar with whom it is registered and his address.</p>	
<p>(c) The date of such registration and the numbers of registration Certificate (copy to be enclosed):</p>	
<p>(d) Subscribed Capital:</p>	
<p>(e) Certified copies of Memorandum of Association and Article of Association.</p>	
<p>(f) Name address and particulars of Directors.</p>	
<p>6. If the firm is registered under the Indian partnership Act. 1932 or any other act requiring the Registration of firm / Partnership</p>	
<p>(a) The name and / or style in which it is registered:</p>	
<p>(b) The place of the registrar of firms with whom registered:</p>	
<p>(c) The date of such registration and the number of registration.</p>	
<p>(d) The name and address of all the partners and the extent of their shares.</p>	
<p>(e) Whether under the partnership deed any one partner has been authorised to sign and bind the firm in all contractual obligation including power to refer cases</p>	

<p>for arbitration: If not, whether a separate power of attorney exists in favour of particular partner to Perform such functions in the latter case a copy duly attested by a Notary Public should be submitted:</p>	
<p>7. In any other case: The name(s) and address (es) of the proprietor and / or all the partners and the nature and extent of their interest in the joint business (in the case of joint Hindu Family firm, give this information regarding all persons who have any interest in the business).</p>	
<p>8. The <b>Income-Tax</b> circle / ward / district in which the concern and each of its proprietor (s) /partners (s) is / are assessed to Income Tax and the G.I.R.No. of each.</p>	
<p>9. If you are a <b>manufacturer</b>:</p>	
<p>(a) Location of Manufacturing works / Factory/ Factories owned by you (documentary evidence to ownership must be produced)</p>	
<p>(b) Brief description of the factory i.e. area, covered accommodation departments into which it is divided, Laboratory etc.</p>	
<p>(c) Whether the firm comes under the scope of Industries (Development &amp; Regulations) Act.1951 and if so, the no. &amp; date of registration of Licence should be enclosed.</p>	
<p>(d) Details of Plant Machinery erected and functioning in each department (Monographs and descriptive pamphlets should be supplied if available).</p>	
<p>(e) Number of persons working in the factory (supervisory and workers separately).</p>	
<p>(f) Details of stores of class of stores which the factory, as equipped, is capable of prodn: (specifying each item separately).</p>	
<p>(g) Details of arrangements or quality control of products such as laboratory etc.</p>	

(h) Whether stores were tested to any standard specification, if so copies of original test certificates should be submitted in triplicate.	
(i) Indicated the name of the firm whose factory is being utilised. (In case you do not own the factory but utilise the factory of some other firm for manufacturing/ fabrication of the stores for which you apply for registration) Lease or valid legal agreement the factory showing that it has been put at your Disposal for the manufacturing / fabrication of the stores for which registration has been applied for.	
10. You are accredited agents of any manufactures give:-	
(a) Name and address of manufacturers:	
(b) Articles for which you have agencies.	
(c) Average stocks carried by you.	
11. If you are stockiest:	
(a) Items stocked:	
(b) Approximate value of your stocks and approximate value of annual sales:	
(c) Address of your Shop or shops: (Where stocks can be inspected)	
(d) Address of your godown (s) where your stocks can be inspected:	
12. Articles imported by the firm and sources of supply	
13. Classes of imported articles normally stocked by the firm and sources of supply.	
14. State details of contract executed by your firm during past 12 months (of considerable magnitude) with number and date of contracts name and full address of the party/	

parties, items supplied and value of the supplies, (If this information is not adjustable against this column a separate sheet may be attached). Photocopies of such contracts / orders to be enclosed.	
15. Units recognised by the National Small Scale Industries Corpn. and Small Scale Industries under the State Govt. should submit the photo state copy / copies of their registration certificate along with the application.	
16. Whether you are registered with any Central / State Govt. Undertaking or any Pvt. Limited concern? If so, a photo copy of the same be enclosed.	
17. Name and full address of your Bankers:	
18. Please enclose photo copy of Permanent Account Number (PAN) Card (Income Tax). PAN should in the name of firm.	
19. Demand Draft No. & Date for the amount of Rs.7,500/- (non-refundable) towards application fee. (In favour of Heavy Engineering Corporation Ltd. payable at Ranchi)	
20. Copy of the partnership deed/ Memorandum and Article of association, Balance Sheet Profit & Loss A/C and Trading A/C of the last year should be enclosed.	
21. Major supply to PSU during the last 5 years.	
22. Legal dispute with PSU during last 5 years if any.	
23. Photocopy of Excise Registration Certificate/ E.C.C. Code No. and confirmation of furnishing CENVAT Documents.	
24. Valid Sales Tax Registration Certificates (Central & State both):	
25. Remarks, if any	

I /We ..... do here by declare that the entries made in this application form are true to the best of my / our knowledge and also that we shall be bound by the acts of my / our duly constitute Attorney. The same will be applicable to any person who may be appointed / become successor to carry on business on my / our behalf.

All subsequent changes in the Constitution or Working of a firm effecting the accuracy of the answers given above should be promptly communicated to the H.E.C.

Place :

.....  
(Signature of Proprietors/Partners/Manager etc.)  
with seal

Dated:

(Name & Designation of person signing)

**N.B.**

1. Correct and complete information must be given duly signed, failing which the application is liable to be ignored/ rejected.
2. Submission of this application does not guarantee registration of the firm.
3. Application fee of Rs.7,500/- (non - refundable) in the form of demand draft must accompany the application form.
4. Please also submit duly complete and signed checklist along with application form failing which the application is liable to be ignored /rejected. Checklist is given as under in part-II.

## (PART-II)

### C H E C K L I S T (Registration/ Renewal)

**Note:- Renewal fee of Rs. 7,500/-(non-refundable) in the form of demand draft must accompany the request for renewal along with this checklist.**

- 1) Photocopy of PAN card in the firm's name :
- 2) Attested Audited P/L A/c / Balance sheet of last three years :
- 3) Name and full address of your Banker (certified by Bank) :
- 4) Valid Sales Tax Registration Certificate-  
both central & State along with TIN & latest VAT Certificate :
- 5) Central Excise Registration Certificate (Photocopy) :
- 6) Registration with other PSU / Rly / Defense /  
Central/ State Govt./reputed firms etc :
- 7) Legal dispute with PSU during last 5 years if any :
- 8) Details of machines installed :
- 9) Details of man power :
- 10) Copies of major P O / W O executed during last three years :
- 11) Testing facilities / Eqpmnts. /  
Quality Assurance Systems :
- 12) Status of firm - Stockiest / Dealer / Manufacturer :
- 13) Authorisation certificate for Stockiest /  
Dealer / Manufacturer :
- 14) NSSI/ SSI Regn. certificate :
- 15) Partnership Deed/ Memorandum & Article of association :
- 16) Both sides copy of HEC Regn. certificate (for renewal) :
- 17) Income Tax Return Certificate :
- 18) Latest Return submitted by firm to Sales Tax Deptt. :
- 19) List of Products :

20) Confirmation of CENVAT document:

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(Signature of Proprietors/ Partners/ Manager etc.)  
with seal

(Name & Designation of person signing)