

BHARATIYA RESERVE BANK NOTE MUDRAN (P) LIMITED

(Wholly owned subsidiary of Reserve Bank of India)

NOTE MUDRAN NAGAR, MYSORE 570 003.KARNATAKA

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MATERIALS MANAGEMENT DIVISION

ISO-9001-2008 &
ISO-14000-2004
Company

File No.....

Form Serial No.....

Date of issue

APPLICATION FOR VENDOR REGISTRATION / RENEWAL OF VENDOR REGISTRATION
(NON-TRANSFERABLE)**Important**

- Note**
- 1 This form should be signed by Proprietor/Partner/Director/Company Secretary
 - 2 Incomplete forms or forms received without the required enclosures shall be rejected.
 - 3 Enlistment of any firm is done entirely at the discretion of BRBNMPL, Mysore and BRBNMPL reserves the right to reject any application without assigning any reason.
 - 4 Both renewal / New registration form should be sent to us along with Demand Draft of Rs 500/- (Rupees Five Hundred only) favoring BRBNMPL payable at Mysore to enable us to process this application .

GENERAL INFORMATION

- A The application form duly filled in all respects, together with all required enclosures must be submitted within 90 days from the date of issue, failing which the case may be treated as closed.
- B The registered Vendors will be communicated directly by BRBNMPL after scrutiny of their applications. All such vendors will be allotted an unique Vendor Registration Number which should be invariably quoted in all their future correspondences.
- C The vendor registration will be valid for THREE years from the date of registration by BRBNMPL. Registered vendors interested to renew the registration on expiry of validity should apply for Re-Registration in the same format before the date of expiry of the registration.
- D Benefit of becoming Registered Vendor :- Based on requirements, BRBNMPL shall send through courier /post, Enquiries / Limited Tenders related to items registered by Registered Vendors. In case of Open Tenders intimation of the same will be communicated to Registered Vendors. Interested Registered Vendors may respond to such enquiries for participation in the Tenders.

Please find the following enclosures

- 1 Annexure A : Application form for Vendor Registration/Renewal of Vendor Registration
- 2 Annexure B : List of Category of items for which Registration is sought
- 3 Annexure C : General Terms & Conditions of Tender

Total Number of pages - 9 pages

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(NON-TRANSFERABLE)

APPLICATION FOR :

A) FRESH VENDOR REGISTRATION

B) RENEWAL OF VENDOR REGISTRATION

EXISTING VENDOR
REGISTRATION No.

(Please tick mark in the box shown above)

(if already registered then the Vendor Regn No.
should be furnished)

1.0 DETAILS OF CATEGORY OF ITEMS FOR WHICH THE REGISTRATION IS DESIRED

(Please select from Annexure -B , Maximum of 5(Five) categories allowed)

No.	Item (s) Detail	Category Code
1		
2		
3		
4		
5		

OTHER DETAILS

1.1 GENERAL

Name of the Firm /Company :

Address :

1.2 Registered Office :

STD Code :----- Phone No..... Fax No.....

Email Web Site

1.3 Branch/Factory/Sub office if any with addresses:

1.4 Name & Address of the Proprietor /Partner/Director (as the case may be) :

1.5 Name & designation of Contact person /Authorised person :

Phone No.(Office).....

(Residence).....

Mobile No.....

1.6 Status of the firm : Proprietor / Partnership / Public Ltd Company / Private Ltd Company /Joint sector/
Co-op. Society :

Please enclose :

- a) In case of Limited Companies , an attested copy of :
 - i) Memorandum of Articles of Association
 - ii) Certificate of Incorporation
- b) In case of Partnership :
 - i) Attested copy of Partnership Deed
- c) In case of Proprietorship/Joint sector/Co-operative society:
 - i) Attested copy of Registration Certificate

1.7 Statutory Registration (attested copies to be enclosed)

C.S.T No.	Local S.T./ TIN No (Your state S.T./ VAT Registration No.).	Excise Regn. No.	Trade License No.
Service Tax Registration No. (wherever applicable)			

1.8 PAN Number
(attested copy to be enclosed)

1.9 Whether Manufacturer/Authorised Stockist / Dealer /
Trader (with name of manufacturer)
(Please enclose documentary evidence)

2.0 Details of items being manufactured /traded/Service provided etc. :
(included in the registration Certificate)

2.1 If service contractor
Are you registered under PF & ESI statues ?
(Please enclose copies of relevant certificate)

2.1.1 Details of services offered :

2.2 Whether SSI Yes/No
ISO Accredited Yes/No

BIS Licensee
(Please attach copy)

Yes/No

2.3 Type of Industry :

Small scale [] Medium Scale [] Large Scale [] Govt []
Contractor [] Dealer [] Semi Govt []

2.4 Whether registered under MSME ? (Micro , Small and Medium Enterprise)

Micro Small Medium

(If so please furnish documentary evidence to this effect, In case no such documentary evidence is furnished , it will be presumed that the applicant does not belong to such category and accordingly will be dealt with)

2.5 Whether registered with other BRBNMPL Press/Units and or/PSUs . If yes please indicate name and registration number, validity and categories of items for which registered :

2.6 Name of Major Customers :

2.7 If you are an importer , details of goods imported by you and Import/Export code details:

3.0 FINANCIAL POSITION

3.1 Name and Address of your bankers and account Nos with MICR No.

3.2 Have you availed RTGS facility , if so please furnish the details

3.3 Annual Accounts (Preferably audited) for the last 3 years
(copies to be attached)

3.4 Net Profit after Tax for last 3 years :

3.5 Net Worth for the last 3 years :

**4 Details of Supplies effected / Services provided to reputed Companies / Government Organisation
(attested copies in proof of the same to be attached)
(attach separate sheets if required)**

SI No.	P.O.No./W.O.No. & date	Material supplied/Services provided	Value (Rs.)

5 Any other relevant information

6 Demand Draft No..... dateddrawn onis enclosed herewith as fee for Vendor registration .

DECLARATION BY THE APPLICANT

- a. The information provided in the document submitted is true to the best of my/our knowledge and belief.
- b. In case the same is found contrary , BRBNMPL can cancel registration and also can take any other action as deemed fit.
- c. I also undertake to inform you at the earliest any change in details mentioned above.
- d. I/ We have gone through your General Terms & Conditions of contract (as attached) and agree to comply with the terms & conditions without any deviations.

Date

Signature with date

Place

Name & Designation

Seal of the Company.

Note : All copies to be self attested

FOR INTERNAL USE			
Comments & Recommendations:			
VENDOR REGISTRATION NO.		Date of Registration	
Initials of Processing Officer		Valid till	
Entered in ERP on		Entry made by	

CATEGORY OF ITEMS (Category code and details to be filled in by vendor in the application)

CATEGORY CODE	DESCRIPTION
01	SECURITY PRINTING AND ASSOCIATED MACHINERY
02	IMPORT AGENTS
03	TRIAL PRINTING PAPER (TPP)
04	BAND ROLL PAPER
05	SECURITY PRINTING INKS
06	BLANKETS
07	BLADES & KNIVES
08	PRINTING CONSUMABLES
09	SPECIAL METALS
10	WATER TREATMENT CHEMICALS
11	GENERAL CHEMICALS & LAB GLASSWARE
12	LUBES,OILS & INDL. ADHESIVE
13	HARDWARE,PAINTS & PLUMBING ITEMS
14	BEARINGS
15	BANIAN BITS , COTTON WASTE & RAGS
16	HDPE BAGS
17	WOODEN PACKING BOXES
18	STICKERS , PRINTED MATERIALS
19	SHRINK FILM,POLETHENE BAGS etc
20	BRUSHES
21	MAINTENANCE ITEMS -ELECTRICALS & ELECTRONICS
22	MAINTENANCE ITEMS - MECHANICAL
23	MAINTENANCE ITEMS - CIVIL
24	MATERIAL HANDLING EQPTS
25	FIRE FIGHTING EQPTS
26	TELECOM EQPTS
27	AC & REFRIGERATION
28	DG & COMPRESSOR
29	ELECTRICAL APPLIANCES
30	CANTEEN & HOUSE KEEPING EQPTS
31	OFFICE EQPTS
32	TECHNICAL FURNITURE
33	GENERAL FURNITURE
34	COMPUTER, PRINTERS AND PERIPHERALS ETC.
35	COMPUTER SOFTWARE
36	UNIFORM CLOTH
37	SHOES & SOCKS
38	PULLOVERS
39	CIVIL CONTRACTOR
40	COFFEE & TEA PREMIX & VENDING MACHINES
41	TRANSPORT SERVICES
42	LABOUR CONTRACTORS
43	SECURITY AGENCIES
44	SCRAP DEALERS
45	OFFICE STATIONARY
46	SAFETY & SECURITY ITEMS
47	ENGINEERING & FABRICATION
48	RE-RUBBERISATION OF ROLLERS
49	GENERAL ORDER SUPPLIERS
50	MISCELLANEOUS ITEMS

(Please select only maximum of 5 (Five) of the above categories , in which you would like to be registered to get enquiry from us.)

General Terms & Conditions for the Tender

1. Tenderers are to ensure that offers are submitted against individual enquiries in separate covers duly superscribing correct reference number and closing date.
2. Offers received after the closing time and date will not be considered.
3. The quotation should be kept valid for a minimum period of ninety days from the date of opening of the tenders.
4. The drawings, samples etc. sent along with the tender/enquiry shall be returned with the quotation otherwise the quotation may not be considered.
5. The price quoted should be in both figures and words as otherwise the quotation is liable to be ignored. In case figures and words differ, then those in words shall be considered as the correct one.
6. Prices should be on FOR, BRBNMPL, Mysore Press basis and firm till completion of supplies against the purchase order.
7. Tenderers are to indicate the exact Sales Tax, Excise duty and other levies applicable extra/included in the price. Claim for Excise duty should be supported by original and clear Excise Duty gate pass. This is required in case the supplier claims price rise or BRBNMPL wants to reduce the rate due to change in tax rate.
8. If the term is covered on DGS&D rate contract, it should be confirmed that the prices are same as applicable to DGS&D/Government Departments. The DGS&D rate contract reference should also be indicated, besides giving a copy of the contract.
9. If any packing, handling, transporting etc., charges are applicable extra, the exact amount should be indicated in the offer, whenever possible.
10. BRBNMPL reserves the right to avail the price offered for full quantity of the tender or part thereof or ignore the offer completely without assigning any reason whatsoever.
11. The supplier will be responsible for the material to reach destination intact and the supplier should arrange for adequate transit insurance within the quoted rates.
12. **PAYMENT.**
The terms of payment are 100% payment in general (subject to deduction of Security Deposit if any and taxes as applicable) after receipt, inspection and acceptance of materials. Offers not agreeing with these terms are liable for rejection.
13. **SECRECY**
 - (i) All the information, know-how, technical data, specification and drawing models or specimens furnished by BRBNMPL for the purpose of or in connection with the manufacture and supply of the stores hereby tendered constitute the property of BRBNMPL and the supplier shall keep them in strict confidence and he shall not divulge the same to anyone else except under the authority and for the purpose of BRBNMPL. All such documents, data, drawings, models and specimens are the property of BRBNMPL and shall be returned when demanded by BRBNMPL.
 - (ii) The supplier shall not supply the material ordered by BRBNMPL to anyone else other than BRBNMPL and shall not disclose any initiations, development or adaptations thereof to anyone else except with the written consent of BRBNMPL.
 - (iii) BRBNMPL shall be entitled to prevent a breach of the above and to damages in case of breach.
14. **WARRANTY:** The items should be warranted against defects in material, workmanship, dimensions etc., for a period of 12 months from the date they are put to actual use or 18 months from the date of supply, whichever is earlier. Defective items should be replaced free of cost at our Press.
15. Samples should be got approved before effecting bulk supplies. When quotations are called for conforming drawing/specifications, the offers should strictly conform to the specified drawing/specifications. No sample need be submitted in such cases unless otherwise laid down specifically.
16. When samples are called for along with the tenders, they should be marked and labeled so as to correspond with the item of the tender. They should be sent freight paid to the same address as the tender and arrangement should be made to see that they arrive by the opening date of the tender, otherwise offers are liable to be rejected.
17. The tenderers must state on the tender form, if he requires the return of unaccepted samples failing which they will be retained by the Purchaser. Unaccepted samples will be collected by local firms themselves and will be returned to outside firms per passenger Train "Freight to Pay". The company shall not in any way be responsible for the return of the sample in its original condition.
18. **ALTERATION OF SPECIFICATIONS, PATTERNS AND DRAWINGS:** BRBNMPL reserves the right to alter from time to time, the specifications, patterns and drawings and as from the date that may be specified by the Purchaser. The articles shall be in accordance with the specifications. Pattern and drawings, so altered in the event of any such alteration involving an increase or decrease in the cost of or in the period required for production, a revision of the contract price and the time fixed for delivery shall be made in relation to the articles, where alterations are made with mutual agreement.
19. In the case of indigenous goods, tenderers must show in the relevant column, whether the material offered is a product of a cottage or a Small Scale Industry or a Factory product.
20. When offering imported material for supply the maker's name, brand and country of origin must be mentioned in the quotation.
21. The delivery period quoted must be specific and realistic. The inability of the successful tenderers to execute orders in accordance with delivery schedules, will entitle BRBNMPL to cancel the purchase order and purchase the stores from elsewhere at the risk and cost of the supplier. Such failures will also be kept in view when considering their subsequent quotations.
22. **PRICE VARIATION:**
Tenderers must as a rule quote firm and all-inclusive price. Price variation, however, in certain cases, can be considered only on account of statutory increase/decrease in levies (in case of indigenous supplies) and for exchange fluctuations, increase/decrease in customs duty, changes in sea freight etc. (for imported supplies) subject to submission of break up of prices at the time of quotation, - provided that such adjustments are part of the bid accepted.

23. **RIGHT OF ACCEPTANCE AND REJECTION OF TENDERS:**

The purchaser reserves to himself the right to accept tenders in respect of all items, any one item or part of an item, and the acceptance thereof shall be deemed as sufficient notice of the exercise of such right. The tender shall thereafter be for the quantity so accepted which will form the contract.

24. **DELIVERY OF STORES:**

- a. Delivery of stores dispatched F.O.R from any stations will not be considered as taken over by consignee until invoiced quantities have been inspected, counted, weighed or measured at destination. Until such delivery is taken all stores shall be at sender's risk and BRBNMPL shall not be bound by any number, weight or measurement stated in the relative BRBNMPL lorry receipt or the supplier's invoice.
- b. All supplies shall be subject to inspection, measurement and weighment on receipt of stores at destinations as specified in the purchase order. The decision of the inspection Officer or any other person nominated by the purchaser, as regards quality or quantity of supplies delivered, and shall be final. The Inspection officer is entitled to reject any or all of the supplies if not conforming to the terms and conditions of the purchase order.
- c. Even in cases, if prior inspection of stores before dispatch is arranged, the consignee shall be entitled to reject any of all the supplies on receipt if not found complying with terms of the contract.

25. **TESTING OF STORES:** The suppliers shall be required to reimburse BRBNMPL for any expenditure incurred in testing supplies, which failed to correspond to the required specifications.

26. **ADVICE OF DESPATCH OF STORES:**

- a. Suppliers would send an advice as soon as the material against an order placed on them is dispatched to the consignees specified in the purchase order giving full description of the material and quantity dispatched, reference to R R or Postal Receipt and reference to relative order no and date.
- b. All dispatch documents i.e. Railway receipts and Challans should be sent to the consignees.

27. **INSTRUCTIONS TO BE OBSERVED BY SUPPLIES IN PREPARING BILLS:**

- a. The bills should be prepared in ink or duly typed and submitted in duplicate marked "Original" or "Duplicate" on the respective foils. The rates should be shown both in words and figures. Bills either prepared or signed by pencil will not be accepted.
- b. The nomenclature of the material supplied shown in the bills should be strictly in accordance with the description given in the purchase order and as per the quotations submitted by the supplier. In case if there is any deviation between quotation and purchase order on name, nomenclature, description, specifications etc, the supplier must obtain prior clarification before supply otherwise BRBNMPL shall not be responsible for rejection of the material.
- c. Consignees name and other reference should be given on the bill as well as in all correspondence in connection therewith for facility of connecting the papers and arranging for early payment.

28. **COMPLAINTS REGARDING NON-PAYMENT:** The suppliers shall when making reference regarding non payment of

their bills for supplies made, invariably mention the particulars of material and the destination of consignee to whom the materials have been dispatched, purchase order no. and date and dispatch particulars etc to facilitate prompt action being taken for settlement of their bills.

29. **REMOVAL OF REJECTED MATERIALS:**

- a. Local firms will remove the rejected materials within 7 days of the date of issue of the rejection letter failing which the responsibility of BRBNMPL will cease and the material will remain at suppliers entire risk and BRBNMPL shall have right to dispose of such stores at the suppliers risk and account without reference to them.
- b. Rejected materials of out station firms, if not removed within 15 days of issue of a rejection letter, will be dealt with as in 28(a) above.

30. **GUARANTEE CLAUSE:** The supplier guarantee that the store, which he supplies, shall confirm fully in accordance with specifications and will operate properly. In all cases, the supplier guarantee that his design would strictly follow the 'as made' detailed drawings with such modifications, as are notified in respect of each type. The supplier further guarantees that the stores will be free from defects in material and workmanship provided that the contractors liability on this respect shall be limited to furnishing and installation or replacement of parts free of any charges of the repairs of defectives parts only to the extent that such replacement or repairs are attributed to or arise from faulty workmanship of material, or designs in the manufacture of the stores. In the case of imported stores the supplier shall deliver the spares at an Indian port from which point the purchaser shall clear through customs and arrange delivery at his expense to the inland destination. If the supplier so desire the replaced parts can be taken over by his representatives in India for disposal, as he deems fit, within a period of 3 months from the date of receipt of replacement of parts. At the expiry of this period, no claim whatsoever shall lie on the purchaser.

It shall be a condition of the guarantee here under that any defects/complain, shall be brought to the suppliers; attention within a reasonable time of their being first discovered. The guarantee herein contained shall not apply to any material, which shall have been repaired or altered by the purchaser, or on his behalf in any way so as to affect its strength performance or reliability or to any defect to any part due to misuse, negligence or accident

The guarantee herein contained shall expire in respect of each item of stores, on the expiration of 18 months from the date of its delivery or 12 months from the date of its placing in service whichever is earlier, except in respect of defects notified to the supplier prior to expiration of such date.

All replacements and repairs that the purchaser shall call upon the supplier to deliver or perform under this guarantee shall be delivered and performed by the supplier without demur promptly and satisfactorily.

Any approval or acceptance by the purchaser of the stores or of the materials incorporated herein shall not in any way limit the supplier's liability hereunder.

The decision of the purchaser in regard to supplier's liability under this guarantee shall be final and conclusive.

31. **ARBITRATION :** If any dispute arises after the issue of LOI /Purchase order and during the execution of the project which is not resolved within 30 days of their arising , they shall be referred to a sole arbitrator to be appointed by the Managing Director

32. of BRBNMPL. The governing law in this regard will be The Arbitration and Conciliation Act ,1996 of India.The venue of the Arbitration will be Mysore . Further,disputes if any , that may arise at any point of time , shall be subject to Mysore jurisdiction only.
33. **LEGAL JURISDICTION :** The court of Mysore / Bangalore (Karnataka State) only shall have jurisdiction to deal with and decide any legal matter of dispute whatsoever arising out of any Purchase orders placed by us.
34. **FORCE MAJEURE CLAUSE :**
 1. BRBNMPL shall in addition to its power under other clauses to determine Purchase orders have power to terminate its liability there under at any time by giving a notice of reasonable time in writing to the supplier of the company's desire to do so and upon the expiration of the notice the P.O shall be determined without prejudice to the rights of the parties accrued to the date of determination.
 2. Further in the event of any situation arising out of or caused by any act which is beyond the control of BRBNMPL , which results in stoppage of production , or in event of any policy decision made in the interest of the company which may necessitate the short closure of the Purchase order , the company by giving a notice of reasonable time to supplier, can terminate the purchase order without prejudice to the rights of the parties accrued to the date of termination.