

Form No. DPS/P/5  
Serial No. \_\_\_\_\_

Tel : 25487139

Government of India  
Department of Atomic Energy  
Directorate of Purchase & Stores  
(Central Purchase Unit)



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Vikram Sarabhai Bhavan,  
Anushaktinagar,  
Mumbai - 400 094.

Application Form for use by firms in India for Registration, as an approved contractor/supplier of the Directorate of Purchase & Stores, Department of Atomic Energy, Mumbai.

### **Instruction to Applicants**

1. Applications are liable to be ignored if the instructions contained hereunder are not correctly carried out.
2. Answers to questions should be definite, complete and legible.
3. The Form should be completed neatly typed.
4. For each group of items enumerated in annexure 'A' Separate Form in No. DPS/P/5A should be submitted.
5. No fee will be charged for Registration but application forms are issued on payment of Rs. 25=00 per set for Small Scale Industries registered with NSIC and Rs. 50=00 for others. Additional Form No. DPS/P/5A can be obtained on payment of Rs. 5=00 each.
6. Registration will be for a period of three years from the date of enlistment subject to Rule 7 below. It is the responsibility of the Contractor to apply for renewal well in advance of time before the expiry date. Application for renewal should be submitted in the usual Form which will be issued on payment of the standard fees.
7. Registration may be cancelled without prior intimation due to any of the following reasons:
  - a. Non-fulfillment of contractual obligations.
  - b. Failure to submit Photostat copy of Permanent Account Number.
  - c. Any ground which in the opinion of the Director, Directorate of Purchase & Stores, Department of Atomic Energy render the retention of the Registration undesirable in the public interest.
8. Wherever the space provided for answers is insufficient, details should be given neatly typed in separate plain sheet giving reference to the corresponding question No.
9. APPLICATION WILL NOT BE ENTERTAINED UNLESS the applicant agrees to abide by the 'General conditions of all contracts and special conditions of contracts governing Supplies of Plant and Machinery applicable to contracts placed by the Directorate of Purchase & Stores (Under Government of India, Department of Atomic Energy)' contained in Form No. DPS-P-11 priced at Rs. 5=00 obtainable from the Accounts Officer at the above address.
10. Application will not be considered unless counterfoil of the money receipt issued by this Directorate for the purchase of this form is attached to the completed application.

1. Name of the Firm

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2. Postal Address with Telephone, mobile, Fax Nos and Email I.D.

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I) Head Office	
II) Branches	
III) Factory/Factories	
IV) Godown/s	
V) Showroom/s	

3. Are you registered under any one of the following:

- (i) The Indian Companies Act, 1913.
- (ii) The Indian Partnership Act, 1932.
- (iii) Any Act if not who are the Owners (please give full names & addresses)
- (iv) Indian Factories Act.
- (v) The Industries (Development and Regulations) Act 1951
- (vi) And if so, the No. and date of Registration or license held under the act.

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- (i) Certificate of incorporation and copy of Memorandum and Articles of Association, if Registered under Indian Company Act.
- (ii) Registration under Factories Act.

4. Group of items for which Registration is sought.

Group Nos	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII
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5. Are you a manufacturer, Agent or Stockist.

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6. If manufacturer, please state (for (I), (II) & (III) (IV) below). If you own more than one factory, please give separate details for each unit enumerated at question 2 (III) above.

I	Floor area of Factory/ies, in square meters	
II	Plant & Machinery installed (please give a complete list separately)	
III	No. Of workers employed.	
IV	Whether you are a Small Scale Industrial Unit registered with the NSIC	If yes, please attach a aTrue copy or Photostat Copy of the Certificate.
V	Sources of raw materials (whether indigenous or imported) if imported, whether you hold a licence and if so to what extent.	

7. If agents, please state:

I	Whether you are sole Distributor or Regional Agent. State territories held and attach a copy of the Agency Agreement/appointment issued by your principals.	
II	Whether you are usually holding ample stock of the items for which Registration is sought.	
III	Whether you have adequate facilities for after sales service, give details.	

8. If stockist, please state:

I	Whether you always hold adequate stock of the items for which registration is sought	
II	Approximate stock-in-trade value of items for which Registration is sought, in Rupees.	
III	Whether you have adequate facilities for after sales service, give details.	

9. Name and address of your Bankers stating name in which account stands.

Name and address of your Bankers	
Name in which account stands	

10. Are you on the list of approved contractors of DGS&D or any other Govt/semi Gov. Deptt. Or large Public Sector Industrial Unit. If so, give name and address. Registration No. and date and state whether you are registered for the items for which registration is sought. (Photostat copies of Registration Certificate should be enclosed)

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11. Are you already doing business with this Directorate, if so for what items

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12. Please furnish Photostat copy of Permanent Account Number.

13. Whether you are prepared to furnish any Security Deposit if and when called for?

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14. A certified copy of Profit & Loss Account and Balance Sheet for the last Three Years is necessary along with the application.

Signature \_\_\_\_\_

Name: \_\_\_\_\_

**DECLARATION** (This should be signed by all the partners in case of partnership firms, proprietor in case proprietary concerns and Managing Director/Director any one holding appropriate power of attorney in case of Limited Companies.

We, the undersigned to hereby solemnly declare that the entries made in this Application Form are true to the best of our knowledge and belief and also that we shall be bound by the acts of our duly constituted attorney Shri \_\_\_\_\_ who has signed this Application Form and of any other person who in future shall be appointed by us in his place to carry on business of the concern whether an intimation of such changes given to the Director, Directorate of Purchase & Stores, Department of Atomic Energy or not.

We do hereby confirm that we have read and understood the general conditions of all contracts and special conditions of contracts governing supplies of Plant and Machinery applicable to contracts placed by the Directorate of Purchase & Stores (under Government of India, Department of Atomic Energy) contained in Form No. DPS-P-11 and shall abide by the same in all respects.

We also undertake to communicate promptly to the Director, Directorate of Purchase & Stores, DAE, all subsequent changes in the conditions or working of the firm, affecting the accuracy of the answer now given.:

Sl. No.	Name	Position(Whether Proprietor, Partner or Share Holder	Signature by all the Partners/Competent Authority/Proprietor
	(1)	(2)	(3)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

### **Vendor Registration**

Please furnish some additional information as sought hereunder alongwith the registration form on the firm's letterhead.

- (i) Do you have any relative working in DAE & its constituent units? If so, please furnish the details.
- (ii) Whether you/your Partner/Director holds the post as a Partner/Director of another firm also, which is registered with this Directorate? If so, please furnish details.
- (iii) Do you have any Sister concern already Registered with DPS/having business dealing with DPS? If so, please furnish the details thereof.
- (iv) Have you enclosed your application with valid banker's certificate? If not, please submit the same.
- (v) Whether you firm has been blat-listed by any Govt. organization (including DPS)?

**Enclosure** to Application Serial No. \_\_\_\_\_ for Registration Form  
M/s. \_\_\_\_\_ to the  
Director, Directorate of Purchase and Stores, Department of Atomic Energy, Vikram  
Sarabhai Bhavan, Anushakti Nagar, Mumbai 400 094.

(Separate application in this Form should be submitted for each group of items indicated  
in the annexure "A" of Form No. DPS/P/5A)

Group No. \_\_\_\_\_

Brief description of materials for which registration is sought.	Whether you are Manufacturer, Agent or Stockist, if agent, give Manufacturer's Territory represented.	If agent, name and address

Note: THIS FORM IS TO BE USED FOR REGISTRATION OF ONE GROUP ONLY.

GROUP-I (CHEM)

ALL CHEMICALS INCLUDING BULK/FINE/LABORATORY CHEMICALS, ACIDS, GASES AND CONTAINERS. ALL TYPES OF PAINTS, OILS AND LUBRICANTS.

GROUP-II (LAB)

ALL LABORATORY REQUISITE INCLUDING GLASS-WARE, SILICA-WARE, ENAMEL-WARE, METAL-WARE ETC. AND SURGICAL INSTRUMENTS AND APPLIANCES. ALL PHOTOGRAPHIC/CINEGRAPHIC MATERIALS.

GROUP-III (GEN)

ALL KINDS OF RUBBER AND LEATHER GOODS, PLASTIC AND POLYTHENE MATERIALS, NYLON SHEETS, THREAD, BRUSHES ETC. TEXTILE GOODS INCLUDING MAKING OF UNIFORMS ETC. RED-EARTH, MANURE, PLANTS, SEEDS, SANITARY-WARE SUCH AS WASH BASINS, SINKS, ETC. ALL CANTEEN/KITCHEN UTENSILS, ALL CROCKERY ITEMS. ALL CONTAINERS-G.I/TIN ETC. GLASS/SHEETS, SUNMICA ETC. PACKING MATERIALS INCLUDING CARDBOARD BOXES ETC. REFRACTORY MATERIALS SUCH AS FIRE BRICKS ETC. ALL KEROSENE LANTERNS SUCH AS HURRICANE/PETROMAX ETC. COOKERS, VACUUM FLASKS ETC. TARPAULIN/CANVAS INCLUDING CANVAS HOSES ETC. VENETIAN BLINDS, COIR AND JUTE GOODS SUCH AS ROPE, MATS, CARPETS, GUNNY BAGS, GUNNY CLOTH ETC. MONSOON GEAR SUCH AS RAIN COATS, UMBRELLAS ETC. BUILDING MATERIALS SUCH AS SAND, BRICKS ETC. PAINTING BRUSHES/CLEANING MATERIALS AS ODOMOS, DUSTERS, CLEANING POWDER, SOAP, DETERGENTS ETC. AND ALL OTHER MISCELLANEOUS/STORES NOT OTHERWISE LISTED.

GROUP-IV (CAP)

ALL WORKSHOP MACHINERY SUCH AS LATHES, MILLING, DRILLING, GRINDING, SHAPING MACHINES ETC. COMPRESSORS, BOILERS, PRESSES, PUMPS, DIESEL-PETROL ENGINES ETC. EARTHMOVING AND MATERIALS HANDLING EQUIPMENTS SUCH AS TRACTORS, BULLDOZERS, CRANES, SHOVELS, LOADERS, FORK-LIFTS ETC. WEIGHBRIDGES, SCALES AND DRILLING EQUIPMENTS, REFRIGERATION, AIR CONDITIONING EQUIPMENTS SUCH S REFRIGERATORS, DEEP-FREEZERS, WATER-COOERS, ICE-MAKING MACHINE ETC. PACKAGE WINDOW TYPE AIR-CONDITIONING PLANTS/UNITS AND CONNECTED WORK-CONTRACT FOR EXHAUST VENTILATION SYSTEM, FURNACES, ALL FIRE FIGHTING EQUIPMENTS ETC.

SPARES AND ACCESSORIES FOR ALL ITEMS OF MACHINERY AND EQUIPMENT HANDLED BY CAP, GROUP, MIA GROUP, IEE GROUP EXCEPT THOSE ORDERED ALONG WITH THE MAIN EQUIPMENT/MACHINE.

GROUP-V (MTL)

METALS (OTHER THAN ALL CATEGORIES OF M.S. ITEM PRODUCES THROUGH JPC/BRC) INCLUDING ALLOY STEELS, TOOL STEELS, SPECIAL STEELS, PRECIOUS AND RARE METALS, NON FERROUS METALS.

ALL CATEGORIES OF MILD STEEL ITEMS SUCH AS M.S. PLATES, STEELS, RODS, BARS, ANGLES ETC.

PIPE & PIPE FITTINGS, INCLUDING C.I./COIL, HUME PIPES & SPECIALS, ALL METAL VALVES AND METAL TUBINGS.

#### GROUP VI (ENG)

ALL SMALL TOOLS SUCH AS WORK-HOP TOOLS, CARPENTERS/SMITHY TOOLS, PRECISION TOOLS, ELECTRIC HAND TOOLS, AGRICULTURAL/GARDEN IMPLEMENTS, ALL TYPES OF BEARING ETC.

GENERAL HARDWARE SUCH AS NUTS & BOLTS, SCREWS, DOOR-FITTING ETC. WELDING ETC. WELDING ACCESSORIES AND MATERIAL, ALL SAFETY APPLIANCES, ABRASSIVES, WIRE ROPES, CHAIN PULLY BLOCKS, STOVES AND PRESSURE BLOWERS, ASBESTOS AND ASBESTOS CEMENTS MATERIALS, CASTER WHEELS BARROWS, MINING TUBES ETC. AGRICULTURE/GARDEN IMPLEMENTS, OIL SEALS, NEOPRENE O RINGS ETC. PRESSURE GAUGES, REGULATORS AND ALL SMALL FABRICATION JOBS INCLUDING ELECTRO-PLATING, GALVANIZING ETC.

MAJOR FABRICATION JOBS LIKE HEAT EXCHANGERS, PRESSURE VESSELS, SHIELD ENDS AND NUCLEAR REACTOR COMPONENTS LIKE CALANDRIA ENDS SHIELDS, TURBO GENERATORS, FUEL MACHINE HEAD ETC.

#### GROUP-VII (EEQ)

ALL ELECTRICAL FITTINGS AND ACCESSORIES SUCH AS SWITCHES, PLUGS, ADAPTORS ETC. LAMPS AND LAMP-FITTINGS, ALL TYPES OF CABLE WIRES INSULATING MATERIALS, BAKELITE/PRESPEX/EBONITE SHEETS AND RODS ETC. CONDUIT PIPES AND FITTINGS, ALL CEILING PEDESTAL AND TABLE FANS, ELECTRICAL APPLIANCES SUCH AS HOT-PLATES, HEATING ELEMENTS ETC.

ALL ELECTRICAL EQUIPMENTS SUCH AS SWITCH-GEARS, TRANSFORMERS, INCLUDING STEP-UP AND STEP-DOWN TRANSFORMERS, OIL CIRCUIT BREAKERS, ALL MOTORS INCLUDING FRACTIONAL HORSE-POWER MOTORS, REDUCTION GEARS, EXHAUST FANS AND BLOWERS, ALL PHOTOGRAPHIC/CINEMATOGRAPHIC EQUIPMENT AND ACCESSORIES.

#### GROUP-VIII (ECON)

ALL ELECTRONIC CONSUMABLES AND COMPONENTS SUCH AS VALVES, TRANSISTORS, DIODES, CONNECTORS, CAPACITORS ETC.

#### GROUP-IX (IEE)

IMPORTED ELECTRONIC/NUCLEAR/LABORATORY/ANALYTICAL, TESTING/MEASURING INSTRUMENTS AND APPLIANCES LISTED IN GROUP XI(MIA)

#### GROUP-X (VVS)

AUTOMOBILES, TRUCKS, CARS, STATION WAGONS, JEEPS, BODY BUILDING AND SPARES FOR AUTOMOBILE.

#### GROUP-XI (MIA/MIC)

INDIGENOUS ELECTRONIC/NUCLEAR/LABORATORY/PHOTOGRAPHY/CINEMATOGRAPHIC INSTRUMENTS AND APPLIANCES SUCH AS SPECTROPHOTOMETERS, DIGITAL/INTERVALS, BRIDGES, POTENTIOMETERS, DOSIMETERS, CALORIMETERS, FURNACES, POWER SUPPLIES FOR INSTRUMENTS/METERS, ETC. AUTOCLAVES INCUBATORS, OVENS, STIRRERS, WATER BATHS, LABORATORY, BALL MILLS, MIXERS, CRUSHERS ETC., OSCILLOSCOPES, BINOCULARS, MICROSCOPES ETC., GAS PURIFIERS, METALLOGRAPHS, DISTILLATION APPARATUS ETC., LABORATORY ANALYTICAL AND OTHER MICROBALANCES, CALCULATING MACHINERY, ELECTRICAL TESTING METERS, COMPUTERS, PRINTERS AND

PERIPHERALS, MEASURING INSTRUMENTS, APPLIANCES EXCEEDING RS. 1 LAKH IN VALUE.

GROUP-XII (MED)

MEDICINES AND DRUGS, PATHOLOGICAL/DIAGNOSTIC TEST KITS, HOSPITAL CONSUMABLES SUCH AS DRESSING MATERIALS, STATUTORY ITEMS AND SYRINGES, NEEDLES, BANDAGES, GAUZES, DENTAL CONSUMABLES, CATHETER, NAPS, VACCINES, ADHESIVES, WAXES.

## ANNEXUER-B

### SPECIAL INSTRUCTIONS TO APPLICANATS

Please note that your application is likely to be rejected if the following information//photocopies of certificate4s are not forwarded along with application Form. Small Scale Industries must forward photocopy of certificate issued by N.S.I.C. while purchasing Registration Forms.

- 1) FOR MANUFACTURERS
  - a) Photocopy of Certificate of Incorporation and a copy of Memorandum and Articles of Association.
  - b) Photocopy of Certificate to show that firm is a Small Scale Industry registered with N.S.I.C.
  - c) Photocopy of Certificate, to show that firm is registered under factories Act.
  - d) Is the firm registered with D.G.S.&D? If so, please furnish a photocopy of Registration Certificate.
- 2) FOR AGENTS/DISTRIBUTORS/STOCKISTS:
  - a) Photocopy of Valid Agency or Distributorship Agreement.
  - b) Shop/Establishment Certificate.
  - c) Copies of registration Certificate issued by other Government Departments/Undertakings.
- 3) Please return Counter Roil of Money Receipt issued to you by our Accounts Department while you purchase an application Form.
- 4) Photocopy of Partnership Deed and Partnership Registration in case your firm is a Partnership concern.
- 5) Photostat copy of Permanent Account Number.
- 6) Application should be furnished neatly prepared (typed) and signed by the Competent Authority.
- 7) Declaration on page four must be signed by all Partners/Competent Authority.6
- 8) A list of Government/Semi Government Departments with whom you have regular dealings may be furnished together with their full address and reference No. if any. If you are on their Approved Supplier's list please furnish a photocopy of certificate.
- 9) Kindly submit separate DPS/P/5A Form for each group as per clause 4 of the Instructions to Applicant's specified on Form DPS/P/5A. Additional Forms are available from our Accounts Officer, DPS, at the above address on payment of Rs. 5=00 each from 10.30 A.M. to 12.30 P.M. and 2.00 P.M. to 3.00 P.M. on any working day except Saturdays.
- 10) A copy of Profit and Loss Account, Balance Sheet for the last three years duly certified by a Chartered Accountant is necessary along with the Application. In case the firm is registered under Indian Companies Act of 1913-1956.

### IMPORTANT

PLEASE ENSURE THAT THE REGISTRATION FORM IS SUBMITTED ALONG WITH ALL THE INFORMATION REQUIRED ABOVE AND IF THE FORM IS RECEIVED INCOMPLETE OR WITH PIECEMEAL INFORMATION, THE REGISTRATION OF YOUR CONCERN IS LIKELY TO BE DELAYED, NO UNPRODUCTIVE CORRESPONDENCE WILL BE ENTERTAINED ON THIS ISSUE.