



Steel Authority of India Limited
Bhilai Steel Plant
Materials Management Department
IMPORTANT

- Before filling up the enclosed application form and submitting, read the following instructions carefully:
1. Registration / Renewal / Re-registration of any vendor is need based and is done entirely at the discretion of SAIL/ Bhilai Steel Plant. Company reserves the right to reject any application without assigning any reasons.
 2. The form is to be signed only by Proprietor/Partner/Director/Company Secretary/ Head of Administration / Authorized signatory. Form signed by any other person will be rejected without any further correspondence. Rubber stamp with name & designation should be clearly visible.
 3. In the application form wherever attested copies of documents are sought, the same have to be enclosed along with the application form and must be self-attested with clearly visible rubber stamp.
 4. Before submission of application form and documents, please refer checklist enclosed at page no. 11 of 11 of the application form. Forms which are incomplete, illegible, unsigned or signed by unauthorized person and without e-mail address are likely to be rejected and no further correspondence will be entertained.
 5. After submission of application, it will be examined and if found suitable and complete in all respect, the same shall be processed further. If required, any other relevant details, capacity assessment etc. may be sought.
 6. Bhilai Steel Plant has implemented SA-8000 standard. All the manufacturing firms are requested to comply with the SA-8000 standard at page no.9 of 11.
 7. Kindly Note that renewal of registration & re-registration shall be done without payment of any fees. A sum of Rs.5,000/- (Rupees five thousand only) Non-Refundable, on account of application processing fee is required to be submitted for all cases of New Registration. However, Deemed Registered vendors of BSP, MSE Units, Women and SC / ST vendors are exempted from submission of Fees subject to submission of valid self-attested documentary proof along with the application.
Following shall be considered as re-registration:
A) Inclusion of additional item/ Item category for vendors already registered.
B) Consequent to Business Entity's ownership structure or business transfer.
 8. Bhilai Steel Plant shall be going for online registration / renewal process. Whenever the same is developed, registration / renewal shall be done in online / electronic mode.
 9. There are certain item categories for which new vendors are not required for specific time and registration of vendors will be put on holidays for these item categories.. The list of item categories are available on the BSP website. It is advised not to apply for these specific item categories or to seek confirmation from MM, VDC before submitting the application form.
 10. Kindly note that only the information submitted in this application form shall be considered. In case space provided is not sufficient for any details, separate sheet may be attached and details of such information must be mentioned in the form against relevant sections / columns. Information without any reference in the form may be ignored.
 11. The Vendors may also download the Application Form from our website. The Application Form should be submitted at the following address:
GM (Vendor Development Cell)
Room No. 477, 4th Floor, Ispat Bhawan,
Bhilai Steel Plant, Bhilai-490001 (CG)
Phone No. 0788-286-(1036 / 1044 / 0452 /1030)

Encl.: Set of application form



**Steel Authority of India Limited
Bhilai Steel Plant
Materials Management Department.**

Application form for Registration, Renewal & Re-registration of indigenous vendors
(Manufacturer/Trader/Dealer only & Not for contractors)

The application form duly filled in all respect, together with all the required enclosures must be submitted within 90 days from the date of issue, failing which the case may be treated as closed. A sum of Rs.5,000/- (Rupees five thousand only) non-refundable, on account of application processing fee is required to be submitted in the form of A/c Payee Demand Draft or Pay Order drawn in favor of Steel Authority of India Ltd, Bhilai Steel Plant payable at Bhilai drawn on Schedule Bank.

Kindly Note that renewal of registration & re- registration shall be done without payment of any fees. Deemed registered vendors in BSP, MSEs Units, Woman and SC / ST vendors are exempted from submission of Fees subject to submission of valid self-attested documentary proof along with the application.

Application for Registration: Renewal: Re-Registration: (PI tick)

Details of Category of Items for Registration, Renewal & Re-Registration:

SN	Name of Items /Products	Item Category
1		
2		
3		
4		
5		
6		

1 General Information :

1.1 Name of the firm /company : _____
 Manufacturer / Dealer / Trader: _____
 Existing Vendor Code (if any): 10000- _____
(If previously registered vendor, kindly attached latest registration / renewal certificate copy)

1.2 Address :

Line 1 _____
 Line 2 _____
 Line 3 _____
 City: _____ Pin code: _____
 STD code- _____ Telephone No. : _____ State.: _____
 E-mail for communication: _____
 Website of Company : _____

1.3 Name & Address of Chief Executive / Director / Proprietor / Partners:

 _____ Mob. No.: _____

1.4 Name & Designation of Contact person: _____

STD code- _____ Telephone No. : _____, Mob. No.: _____

E-mail ID. : _____

(As far as possible E-mail to be on company name e.g. sales@xyz.com and shall not be person specific)



- 1.5 **Constitution of the firm:** _____
 (Public Ltd Co / Private Ltd Co /Partnership / Proprietorship/ Joint Sector / Cooperative)
- (i) CIN No. (Corporate Identity No : _____
 (In case of Ltd company etc.)
- (ii) LLA No. : _____
 (In case of partnership Firm)
- (iii) Any Other Please specify : _____

(Please enclose attested copy of following documents as applicable)

- a) In case, of Limited company :
 1. Memorandum of articles of Association
 2. Certificate of Incorporation
- b) In case of Partnership :
 1. Attested copy of partnership deed
- c) In case of Proprietorship / Joint Sector / Cooperative :
 1. Attested copy of registration certificate
- d) Any Other document (Please Specify) :

1.6. Whether owned by SC/ST/ Woman: Please provide documentary evidence, preferably documents of Central/State Government.

SC ST Woman

1.7 Statutory registration Details: (Please enclose attested copy of each)

- 1.7.1 Income Tax PAN No : _____ City of issue : _____
- 1.7.2 GST Registration : Normal / Composite _____
- 1.7.3 GEM Registration No. : _____

(For Manufacturers)

- 1.7.4 Are you Micro / Small / Medium Manufacturing Enterprise? Yes/ No
 If yes, Category of Industry as per Revise MSME Act:
- Micro Mfr. Small Mfr. Medium Mfr.
 UDYAM Reg. Number: UDYAM- _____
 (Please enclose UDYAM Reg. Certificate (Issued after 01.07.2020))

- 1.7.5 Factory License / Production/ factory Certificate : _____
 (Valid certificate format issued from District Industries centre / any other State / central Govt bodies as Applicable)
- 1.7.6 Pollution Control clearance : _____
 (If applicable)
- 1.7.7 Excise & VAT details : _____
 (For the suppliers of the items where ED / VAT are still applicable)
- 1.7.8 Startup India details (If Any) : _____
- 1.7.9 Make in India (Local Content) : _____

(For Traders / Dealers)

- 1.7.10 Trade License No. : _____
- 1.7.11 Drug License No. : _____
 (For Medical suppliers)



2. Technical:

2.1 Are you a Manufacturer / Authorized Dealer / Trader / Channel Partner? : _____

2.2 If Authorized Dealer /Trader / Channel Partner, please indicate following details of Items dealt by you.
Enclose a relevant catalogue and attested copy of valid dealership/ channel partner certificate.

SN	Item Details	Name of OEM	Dealership Validity	Details at Pg. no

2.3 Are you having the certification from BIS / IBR / /API /ASTM/ ASME / GMP/ CEN / RITES / ISO certification (from International accredited certifying bodies only) or any other reputed certification for the submitted item Categories (Yes / No): If yes kindly submit the details :

SN	Facilities / Products/ Services	Certifying Agency	Certificate Validity	Remark	Details at Page no

2.4 Are you a registered Supplier to other SAIL Units/ Railways / Defense / other PSUs /Govt Deptt/ Reputed limited Companies for the submitted item categories? (Yes / no): _____ (If yes, please indicate & submit attested photocopy of the documents).

SN	Plant/Organization	Item cat registered	Registration No./ Details	Validity	Details at Page no

2.5 Please provide details of machinery erected and functioning at page No. 6 of 13.

2.6 **Quality control / inspection facilities:**

2.6.1 Please enclose the Organization chart of your Quality Control / Inspection Deptt and R & D facilities.

2.6.2 Please furnish particulars of Quality Control/Inspection/ Lab. facilities at page No.7 of 12.

2.6.3 How do you get your test equipment & measuring instruments recalibrated?

In-house facility / out-source. [Please strike out which is applicable].

3. **Financial position :**

Please submit duly certified copy of Profit & loss statement & Balance Sheet from Chartered Accountant for last three FY. (Final Pages only). Unique Document Identification Number (UDIN) must be available with CA certification.

SN	FY Year	Turnover Rs.(Lakhs)	Profit /Loss Rs. (Lakhs)	UDIN No.	Details at Page no



4. References of your customers

Please enclose attested copies of latest order from SAIL / Other integrated steel Plants / PSUs / Govt Deptt / Reputed limited companies only during the last 3 FY. Order Copies must be for the same item / Item category / Product line applied.

S N	Plant / Organization	Short Details of Item / Item category	Order No, Date	Value in Rs.	Invoice copies / Performance / Confirmation cert etc. for the same	Details at Page no

5. Please enclose a latest list of Board of directors/partners with PAN details.

6. **Processing Fees** : (Not required for Renewal / Re-registration case)

A) Details of Demand Draft :

Bank & Branch: _____ Value Rs _____ No. & Date: _____

B) Document submitted for Fees exemption under MSE / Woman / SC / ST status : _____
(Please enclose attested copy)

7. Any other information considered relevant and useful.

8. **Renewal Details :**

A) latest Registration / Renewal Certificate Number & Date: _____ (PI Attach copy)

B) Any change in the production capacity/range of products/additional facilities acquired /storage facilities etc. since registration / last Renewal: (Yes / No): _____
(If yes please enclose separate sheet clearly mentioning the changes) (Details Pg. No. _____)

9. **For Provisional registered vendors / Renewal cases:**

Kindly furnish the following information for the items registered year-wise of the preceding three years:

SN	Last 3 FY	Nos of enquiries received from BSP	Nos of enquiries quoted	Nos of orders received	Nos of orders executed	Total Order Value Rs	Total Successfully supplied value Rs	Remark
1								
2								
3								

Full details of the enquiries number & date, Order no. & date indicating the contractual delivery period and actual date of supply to be furnished in the form of statement. (Details at Pg. No- _____).

Note: In case space provided is not sufficient for any details mentioned above, please enclose separate sheet and mention the same against application form SN / Index Page.

The information furnished is true to the best of my knowledge and belief. In case the same is found incorrect, SAIL, BSP reserves the right to cancel the registration and also take any other action as deemed fit. I agree to transact business / future business with Bhilai Steel Plant through e-procurement route.

Date:
Place:

Signature
Name & Designation *
Seal of the Company

*1. Proprietor / Partner/ Director /Company Secretary/ Head of Administration / Authorized Signatory.



MACHINE TOOL /EQUIPMENT

GIVE DETAILS OF MACHINERY ERECTED AND FUNCTIONING
(Major machines & Equipment's only)

Sl. No	Description	Capacity	Make	Remarks

Name of the Firm:

Signature

Date:

Name & Designation *

Place:

[Rubber /Stamped]

Seal of the Company

*1. Proprietor / Partner/ Director /Company Secretary/ Head of Administration / Authorized Signatory



**DETAILS OF TEST EQUIPMENT /LABORATORY /R & D FACILITIES
(Major test equipment only)**

Sl. No	Description	Capacity	Make	Frequency of calibration	Date of last calibration

Name of the Firm:

Signature

Date:

Name & Designation *

Place:

[Rubber /Stamped]

Seal of the Company

*1. Proprietor / Partner/ Director /Company Secretary/ Head of Administration / Authorized Signatory.

[In case space provided is not sufficient, please enclose separate sheet in the same format and submit]



Declaration by the vendor (Mandatory)

Anti-bribery management standard (ABMS) as per IS / ISO: 37001 has been implemented In SAIL, Bhilai Steel Plant. The details are available at Bhilai Steel Plant tender site.

On behalf of M/s _____, I/We hereby undertake that at no stage of business our Company will resort to adopt any unethical means like offering bribes to your staff in lieu of getting business. Also, if any of your employees / representatives makes a demand which is unethical in nature, our Company would not succumb to such pressure and would immediately bring to notice of concerned authorities of the respective units.

I / we further understand that whenever called upon to do so by your Company, an "Integrity Pact" has to be signed by the Proprietor / Owner / Partner / Director of M/s _____ or by their duly Authorized Signatory. In case of failure to sign the Integrity Pact, I / we will disqualify in the tendering process.

On behalf of M/s _____, I/We hereby also declare that None of Proprietor / Partner / Director of M/s _____ have any relationship with the employee(s) / Director (s) working in your Company. If not so, the details of that have been disclosed with this application.

On behalf of M/s _____, I/We hereby also declare that None of Proprietor / Partner / Director of M/s _____ have any relationship with the any other vendor registered in your organization. If not so, the details of that have been disclosed with this application.

For any change in our organization structure i.e. Name / Proprietors / partners etc. or any change with respect to conditions as mentioned in Para (3) and (4) above, and we shall immediately intimate the same to Bhilai Steel Plant.

Date:
Place:

Name:
Designation:

VERIFICATION

The information provided in the APPLICATION is true to the best of my knowledge and belief. In case the same is found contrary, SAIL reserves the right to cancel the registration and also can take any other action as deemed fit.

Name of the Firm:

Applicant *

Signature

Date:
Place:

Name & Designation
[Rubber /Stamped]

Seal of the Company

*1. Proprietor / Partner/ Director /Company Secretary/ Head of Administration / Authorized Signatory.



Doc No: SA 8000 Declaration

Declaration by Supplier (For Manufacturers only)

COMPLIANCE TO SA 8000 REQUIREMENTS

Bhilai Steel Plant (BSP) has adopted SA8000, an international standard on social accountability introduced by Social Accountability International (SAI) that focuses on nine areas which are cardinal to meet the basic interests of its stakeholders. I hereby give the following commitment to comply with the requirements of SA 8000 given below:

The requirements including but not limited to:

- No deployment of Child Labor.
- No deployment of forced labor.
- Providing a safe and healthy work environment.
- Respecting the right of all personnel to form and join trade unions of their choice.
- No discrimination based on race, caste, religion, gender, birth, union membership, political affiliation, age, national or social origin, family responsibility or marital status.
- Not supporting use of corporal punishment, mental or physical coercion and verbal abuse.
- To comply with all applicable laws on working hours.
- To ensure that wages are paid to meet at least the minimum legal and industrial standard.
- Control of suppliers/ sub-contractors, sub suppliers and home workers and to establish an effective management system for implementation of SA8000 standard to the extent possible.

We also declare that:-

- In the event of the placement of order on our organization, we agree to participate in the monitoring activity by BSP, if any, to verify our compliance to SA8000 requirements.
- We will identify root cause of non-conformities with reference to SA8000, if any, and take necessary corrective and preventive action.
- We will inform BSP about my sub-contractors/ sub-suppliers.
- We will ask suppliers/ sub-suppliers for commitment to adhere to the SA8000 requirements.

Date:

(Signature with seal of the supplier)

To,
The In-charge,
MPRD, VDC & QGA.
Material Management Department
Bhilai Steel Plant



**BHILAI STEEL PLANT
BANK MANDATE FORM**

**Mandate for getting payment through Electronic Mode i.e. EFT / RTGS / NEFT
(Not required If bank account Already E- payment enable in Bhilai Steel Plant)**

- 1. Vendor Code : 10000-_____
- 2. Vendor Name : M/s_____
- 3. Address : _____
: _____
: _____ Pin _____
- 4. Tel No/ Mob No : _____
- 5. E-Mail ID : _____
- 6. PAN No : _____
- 7. GST No. : _____
- 8. Name As Per Pan Card : _____

9. Particulars of Bank Account:

- A. Bank Name : _____
- B. Branch Name : _____
- C. Branch Address : _____
: _____

Whether Branch is NEFT Enabled? Yes/ No:

D. Whether Branch is RTGS Enabled? Yes/ No :

- E. IFSC Code : _____
- F. Account No. : _____
- G. Single /Joint Holder : _____
- H. Account holders(s) Name : _____

(As per Bank Record / should be Company Name)

We hereby declare that the particulars furnished above are correct and complete. If any transaction has been delayed or not credited to our account due to incomplete / incorrect information / any other technical reasons, SAIL Bhilai Steel Plant, will not be held responsible. We also agree to bear the transaction charges, If any, related to the E-Payment.

Name of the Company : M/s_____

(Signature and name of authorized signatory with seal)

Bank Certification:

Certified that, **the Bank Particulars furnished above**, are correct as per our record.

Date:

(Bank Manager's Sign & Seal)

CHECK-LIST FOR CERTIFICATES & DOCUMENTS TO BE ATTACHED

	<ul style="list-style-type: none"> ➤ Before submission of application form, please check the following points and enclose the required documents. Also tick mark if applicable and mention page number otherwise write NA. ➤ Please send all the documents in a proper File Cover with INDEX PAGE and page numbering (Numbering start from last page as 1 and then increasing up to first page. ➤ Kindly submit the documents in exactly as per sequence of checklist / form. ➤ Loose, Illegible, incomplete, not clearly visible & not properly attested documents may be rejected summarily without further Notice. 	
Form Ref. No.	<input checked="" type="checkbox"/> N.A. <input type="checkbox"/> Page No	Points / Documents (All submitted document copies must be Attested / Self Attested)
1.1		Copy of latest registration / renewal certificate copy If Previously Registered.
1.2 - 1.4		Details as per SN 1.2,1.3 & 1.4 in company letter-head duly signed & sealed (Mandatory)
1.5		Copies of company constitution documents as per SN 1.5 (a) / (b) / (c) /(d)
1.6		Documents copy preferably from Central / State Govt. (If applicable)
1.7.1		Copy of Income Tax PAN (both side)
1.7.2		Copy of Goods & Services Tax (G.S.T.) documents.
1.7.4		Copy of UDYAM certificate, (issued after 01.07.2020)
1.7.5		Copy of valid Factory License from Central / State Govt
1.7.6		Copy of valid Pollution control clearance certificate (If applicable)
1.7.7		Copy of valid Excise & VAT certificates (If applicable)
1.7.8		Copy of Start-up India certificate (If applicable)
1.7.9		Copy of Make in India certificate (If applicable)
1.7.10		Copy of valid Trade license certificate
1.7.11		Copy of valid Drug License certificate (If applicable)
2.2		Copy of valid dealership certificate & Catalogues (If applicable)
2.3		Copy of valid certificates from reputed certifying bodies as mentioned (If applicable)
2.4		Copy of valid registration certificates of SAIL Units/ Railways / Defense / other PSUs /Govt Deptt/ Reputed limited Companies (If applicable)
2.5		Details of plant and machinery erected & functioning at Page 6 (If applicable)
2.6		Details of Quality control / Inspection / Lab facilities at Page 7 (If applicable)
3.0		Copy of P&L and balance sheet of last 3 FY. (Final Pages only)
4.0		Copy of Purchase Orders & Performance certificates from reputed customers
5.0		Enclosed a latest list of Board of directors/ partners.
6.0		Application Processing Fees of Rs 5000/- (If Applicable) or Fees exemption document.
7.0		any other relevant documents as per SN 7
8.0		Copy of documents of Renewal Details
9.0		Copy of documents For Provisional vendors / Renewal cases
Page 5		Declaration of Vendor duly seal & signed at Page 5 (Mandatory)
Page 6		Declaration of Major machines & Equipment's installed at factory
Page 7		Declaration of Major test Equipment's installed at factory
Page 8		Declaration of Vendor duly seal & signed at Page 8 (Mandatory)
Page 9		SA 8000 Declaration (Mandatory for manufacturers)
Page 10		Bank Mandate Form duly seal & signed by Bank along with cancelled cheque

Important: All documents must be self-attested, properly tagged/ stapled, indexed & as per sequence mentioned above.