



# KONKAN RAILWAY CORPORATION LIMITED

## MATERIALS MANAGEMENT DEPARTMENT

### CHECK LIST FOR DOCUMENT AS APPLICABLE TO BE SUBMITTED ALONG WITH APPLICATION FORM – BY SUPPLY VENDOR

1. Copy of partnership deed along with form A issued by partnership registrar
2. Copy of Memorandum and Articles of Association / Latest Annual Report
3. List of Directors
4. Particular of allied sister concern
5. Copy of registration certificate if registered under the Indian Companies Act 1956.
6. Brief description of factory with complete details of plant & machinery, quality control, manpower, list of items manufactured etc. with an affidavit on ₹ 20/- stamp paper duly signed by notary / first class executive magistrate for details of plant & machineries and its value.
7. Copy of registration certificate if factory / firm is registered under factory Act.
8. Copies of test certificates for the items manufactured by firm to support their quality product.
9. Copy of ISO-9000 or equivalent certificate if any
10. In case of stockiest, an affidavit on stamp paper duly signed by Notary / First Class Magistrate for list of items , stock and its value to be recorded their in.
11. Copy of authorization from principles (For Authorized Agent)
12. Copy of shop establishment certificate, rent receipt, ownership documents for office & godown.
13. Copy of NSIC/DGS&D/Railways/Central Govt. organizations along with certificate from concerned organization that firm is registered with them.
14. Copy of State Sale Tax Registration / VAT registration and Central Sales Tax registration
15. Performance statement of 2 years along with copies of purchase orders.



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16. Copies of 3 years profit & loss account with latest Balance Sheet duly certified by C.A.
17. Enclose copy of latest Income Tax return.
18. Mention the full address of bankers along with A/c no.
19. Mention turn over details for the last 3 years.
20. Please indicate the PL No. of the items / trade groups clearly for which Registration is required.
21. Please submit the General Power of Attorney on the name of the competent authority.
22. Mention details of payment of Registration Fee
23. Application form should be signed.
24. Solvency certificate / Bankers report.
25. Enclose PAN CARD copy
26. Digital signature certificate.

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