



**MAZAGON DOCK LIMITED  
(A Govt. of India Undertaking)**

Certified – ISO 9001/EN ISO 9001 For Shipbuilding Division  
DOCKYARD ROAD, MUMBAI-400 010  
**SUPPLIER REGISTRATION FORM**

1.	Name of the Firm/Company	:	
		:	
2.	Nature of the Business-Whether Manufacturer/Service Sub- Contractor/Authorized Agent/Trader.	:	
		:	
3.	(a) Items of Manufacture/Agency/Service for which registration sought  (b) Attached details of the products / services/ Technical Leaflets	:	
		:	
4.	(a) Factory Address/ Phone No./ Fax No	:	
	(b) Registered Office Address/ Phone No./FAX No/ E-Mail/ Website	:	
	(c) Sales Office/Correspondence Address/Phone. No./ FAX No.	:	
		:	
5.	Whether Public Limited/Private Limited/Partnership Firm/ Proprietary Firm	:	
		:	
6.	Name of the Directors/Partners/ Proprietor.	:	
		:	
7.	Is your Firm ISO accredited? If so attach Xerox Copy of the valid Certificate.	:	

8.	<p>Whether your Firm is Registered</p> <p>(a) Under Small Scale Industries / NSIC. – Furnish copy of valid certificate</p> <p>(b) Under Partnership Act, 1932 – Furnish Photocopy of Partnership Deed and Registrar of Firms Certificate.</p> <p>(c) Under Indian Companies Act, 1956.- Furnish Copy of Registrar of Companies Certificate.</p> <p>(d) With any other Govt. Undertaking/Defence PSUs/DGQA – Submit Copy of Valid Certificates</p>	:	
		:	
9.	<p>(a) Factory License/Municipal Shop's and Establishment Certificate – Furnish Copy of Valid Certificate.</p> <p>(b) Registration Certificate from Labour Commissioner (In case of Labour Jobs.)</p> <p>(c) Drugs License ( In case of Drugs Manufacturers.)</p> <p>(d) Other valid Registration Certificates like PWD Electrical Contractor License / Inspectorate of Boiler / Explosive as applicable</p>	:	
10.	<p>(a) VAT Registration No. with photocopy of valid registration certificate.</p> <p>(b) CST Registration No. with photocopy of valid registration certificate.</p> <p>(c) Excise Registration Certificate photocopy.</p> <p>(d) Registration under Service Tax along with photocopy.</p>	:	

11.	Copy of PAN Card and Copies of I.T. Return Paid Acknowledgements for the preceding 3 Assessment years.	:	
12.	(a) Attached Annual Report for the past 3 Financial Years with duly Audited Balance Sheet together with Profit & Loss Account (Photostat Copies) for the Past 3 Financial Years.  (b) Turn Over during the last 3 Consecutive Accounting Years.	:	
13.	(a) Name of the Bankers with address, Telephone number and FAX No.  (b) Copy of the Valid Bank Solvency Certificate in the prescribed format.	:	
14.	Names and address of your Associated/ Sister Manufacturing / Sub Contracting/Trading concerns.	:	
15.	(a) Names and address of your authorized distributors/ dealers and their phone numbers.  (b) Valid Authorization letter from your Principal (applicable for distributors/dealers).	:	
16.	Date of commencement of Business.	:	
17.	Major Orders executed for Govt./ PSUs/other defence PSUs (attached Xerox Copies of 5 Major Orders executed in the recent past) along with Performance Reports / Work Done Certificates incase of Service Sub Contractor.	:	
18. *	(a) List of Plant & Machineries owned (For manufacturers only).  (b) Godown / Warehouse Area address with Phone Number together with latest Rent Receipt. (for Stockiest and Service Sub-Contractors as applicable)	:	

19.	Transport Facilities for Delivery and collection of Goods to and from our yards. (Applicable only for Service Sub-Contractor.)	:	
		:	
20. **	Give a Brief Write Up of Quality Control Procedures adopted.	:	
		:	
21.	Names and designation of officials who will deal and interact with MDL officials for execution of the jobs.	:	
		:	
22.	Are you in a position to supply the items duly approved by DGQA / Lloyds / ABS / IRS / DNV / other Third Party Agencies.		
		:	
23.	In case of re-validation/renewal of registration, Supplier is required to furnish copies of MDL Order/s executed during the currency of the previous registration or alternatively should furnish the details of their tender response to MDL Tender enquiries.	:	
		:	
24.	Have you ever been Banned / Black Listed by any Govt. Undertaking/s. If so, give details.	:	

\* See Note No 9

\*\* See Note No 10

**DECLARATION BY THE APPLICANT FIRM/COMPANY**

1. I/We hereby declare that the information pertaining to my / our Firm/Company including all enclosures is correct and true to the best of my/our knowledge and belief as on date.
2. I/We further confirm that Proprietor/Partners/Directors individually or jointly are not associated with any Firm / Company with which the dealings have been banned by the State/Central Govt. Departments/Public Sector Undertakings (Central / State).
3. I/We undertake not to employ directly or indirectly MDL Personnel / any Govt. Servants dismissed from Service in my / our business.
4. I/We notes that registration, as MDL Contractor does not carry with it, the right to business from MDL Works.
5. I/We certify that I /we will not get myself/ ourselves enlisted as contractor/s in the Undertaking (MDL) under more than one name.

**AUTHORISED SIGNATORY** \_\_\_\_\_

**NAME (IN CAPITAL LETTER)** \_\_\_\_\_

**DESIGNATION** \_\_\_\_\_

**S E A L OF THE COMPANY.**

**PLACE** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTES:**

1. These reports shall be written in legible handwriting (without any over writing) or neatly typed.
2. The same Form should be used **in Original** for filling up and submission. If the space provided is insufficient, additional sheets may be attached as enclosures.
3. Complete / definite answers are required to be furnished against all clauses.
4. Supplier Registration Form duly filled in and completed in all respects shall be put in a File **duly page numbered** should be submitted to MDL's SR & R Section / OTS Department, as applicable.
5. Registration shall be at the discretion of **MAZAGON DOCK LIMITED.**
6. Incomplete Form are liable to be rejected.
7. These Forms are **Not Transferable.**
8. In the event it transpired later that False declaration / invalid documents were furnished at the time of applying for registration, the Registration of the Firm/Company is liable for cancellation without any notice.
9. This clause is not applicable for the suppliers falling in the following Categories:

(a)	Central/State Government Statutory Agencies (viz. BARC, Defence Organisations)
(b)	Public Sector Undertakings/Public Sector Enterprises.
(c)	ISO 9001:2000 Series or any international Quality Management System Standards accredited Companies with Certification currently in force.
(d)	Large Public/Private Limited Companies of repute listed on various Stock Exchanges.
(e)	Proprietary Items/Equipment Manufacturers whose products are incorporated in the Design/Technical Specification for Procurement.
(f)	Vendors listed in the DGQA Compendium/Sources nominated/specified by the Customer viz. Navy/Coast Guard/ONGC/Port Trusts, Indigenisation Authorities etc.
(g)	On the basis of information received or obtained from MDL overseas Liaison Officers regarding those vendors that have been certified to ISO 9001:2000 Series Quality Management System Standards or its equivalent International Quality System Standards and record of past purchases of Liaison Office and current performance of the Vendor.

10. This Clause is not applicable for ISO-9000 Firms.