

Life Partner of
Every Prime Mover



PLT Bearings

PLT INDUSTRIES PVT. LTD.

Corporate Office: 24, Engineers Enclave, Pitampura, Delhi - 110 034 (India) Tel: 0091-11-27018273/
27017582, Fax: 0091-11-27012022, Website: <http://pltindustries.com>, Email: pltindustries@eth.net,
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Works: E-355, Industrial Area, Bhiwadi - 301 019, Dist. Alwar, Rajasthan (India)
Tel: 0091-1493-222356, 0091-93-521-07507

VENDOR REGISTRATION

Vendor Code:.....

Section I – General Information

1. Name of the company:

2. Contact Details

Registered Office:

Address:
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Telephone:

Mobile:

Fax No. :

Email Id:

MSN:

Website:

Contact person(s) name & designation:

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Works/ Factory:

Address:
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Telephone:

Mobile:

Fax No. :

Email Id:

MSN:

Website:

Contact person(s) name & designation:

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3. Nature of the company (proprietary/partnership/private limited/public limited):

4. Relevant information regarding names, address and telephone number of Proprietor, Partners or Chief Executive respectively:

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5. Item for which registration is required:

6. Are you a manufacturer/ authorized dealer/ Agent:

7. Indicate your principal's Name:

Address:

Phone number, fax, email and other details:

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8. Description of your Factory/ Works:

	Item	Land Area (in Sq.M.)		Total
		Covered	Uncovered	
(a)	Office Area			
(b)	Store area (for storing raw material)			
(C)	Store area (for keeping finished products)			
(d)	Area for surface preparation /painting / Metallising			
(e)	Lab Area			

7. Special features, if any:

8. Total number of employees as on date:

Administrative:

Technical:

9. Year of commencement of business:

Section II – Technical Information

Past Performance:

1. List of important customers of the firm (as relevant to the work for which registration is

sought).

2. Details of important orders executed in past, in reference to the supplies made.

3. Important orders in hand

4. (i) Is any other unit/ factory of the firm already registered with PLT for supply of any other category/ components? If yes, please indicate the description of stores for which it is registered.

(ii) Details of supplies made against the above registration.

Quality Assurance:

1. Details of quality assurance organisation and name of the key personnel:

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2. Quality control testing facilities, laboratory equipment available to be listed:

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3. Source of procurement of raw material bought out and steps taken to ensure their quality:

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4. Brief details of manufacturing process as relevant to the items for which registration is sought.

5. Details of internal and external inspections/ audit checks done during various stages of the above manufacturing process.

6. System of vendor evaluation:

(a) Are you keeping a detailed record of the raw material procured, consumed vis-à-vis production of finished goods? :

(b) Are you keeping a record of rejection against each of your vendors? :

Note: Please enclose self-attested copies of various formats in support of above.

Section III – Commercial Documents

1. Copy of the following documents to be enclosed:

(i) Memorandum of Understanding and article of association

(ii) Proof of ownership

(iii) Excise Registration No. (Copy of the registration certificate to be enclosed)

(iv) VAT Registration No. (Copy of registration certification to be enclosed)

(v) Copy of Tenancy Agreement and rent deal with the landlord, if the firm is operating from

rented premises. Minimum period of such agreement should not be less than 3 years.

(vi) Copy of partnership deeds, if applicable.

(vii) If registered with NSIC/ SSI, copy of certificate to be enclosed.

2. Annual turnover for the last 3 years:

3. Name and address of your banker, along with account number:

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4. Are your products covered by warranty? If yes, then state:

Period:

Scope of warranty:

Would you provide after-sales-service?

5. Any relevant information:

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6. List of enclosures:

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I/ We confirm that the information furnished by me/ us in this form is correct.

Place:

(Signature/s)

Date:

Name/s in Capitals:

Designation:

Stamp of the firm applying for registration

NOTE: If the space provided against any item is insufficient, the information should be furnished on a separate sheet of paper, which should be appended to this form.