



**NOTICE INVITING APPLICATIONS W.R.T.
EMPANELLMENT OF VENDORS
FOR
STAINLESS STEEL KITCHEN WARE / TABLEWARE
&
GIFT ITEMS**

Reference no: SRMO/KW&G Emp/19-20

Date: 5/8/2019

Steel Authority of India Limited invites applications from bona fide, experienced, resourceful and financially capable entities for empanelment as vendors for production and supply of Stainless Steel kitchen ware / tableware & gift items.

Application forms may be downloaded from SAIL website www.sail.co.in. Duly filled in application forms along with the registration fee and required documents may be submitted at the offices as specified in the Instructions to Applicants.

GM (BRANDING & VAP-SS),
Steel Authority of India Limited
Central Marketing Organisation
Salem



**EMPANELMENT OF VENDORS FOR SAIL STAINLESS STEEL
KITCHENWARE/TABLEWARE & GIFT ITEMS**

APPLICATION FORM

To

Steel Authority of India limited

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Dear Sirs

This refers your advertisement ref ----- dated ----- regarding empanelment of vendors for production and supply of stainless steel Kitchenware/ Tableware & Gift items.

We are interested in empanelling ourselves with SAIL as vendors and submit our details as per your pro forma for kind consideration.

PART I : BASIC DATA:

1. Registration fees of Rs.1,000/- enclosed vide Demand Draft / Banker's Cheque

Number _____ dated _____ drawn on _____ in favour of Steel Authority of India Limited payable at _____ (*location of the office where application is being submitted*).

2. Name of the Applicant / Firm :

3. Status of the Applicant :

(Individual / Firm):

4. Type of Organization (in case of Firm)* :

(*Proprietary / Partnership /*

Cooperative/ Private Ltd. Co. /

Public Ltd. Co. /):

*The following documents are to be submitted in evidence of type of organization:

Nature of Organisation	Document to be submitted
Proprietary concern	<ul style="list-style-type: none"> • Affidavit of sole proprietorship
Partnership	<p>Attested copy of partnership deed.</p> <ul style="list-style-type: none"> • In case of registered partnership, proof of entry in form "A" from the Registrar of Firms.
Limited company	<ul style="list-style-type: none"> • Attested copies of Memorandum and Articles of Association • Attested copy of Certificate of Incorporation.
Cooperative	<ul style="list-style-type: none"> • Attested copy of Registration Certificate from the Registrar of Cooperative societies, along with certified copy of the bye laws of the Cooperative.

5. Address :

6. Contact details

a) Telephone No. :

b) FAX No. :

c) Mobile No. :

d) E-mail id :

7. Contact Person

a) Name :

b) Designation :

c) Details of Partners / Directors :

(names & addresses)

8. Tax Details :

GST No.

PART II: FINANCIAL DATA:

a. Annual Turnover in previous three financial years (In lakhs of Rs.):

Financial year			
Total turnover			

b. Total equity capital or net worth in business(Rs./lakhs):

c. Banker's name, address, Tel nos.:

Email address:

*(Banker's reference to be enclosed as per **Annexure 2**)***PART III : INFRASTRUCTURE & SERVICE FACILITIES:**

a. Fabrication / warehouse premises :

Own/Rented (if rented/leased, duration of rent/ lease may be specified)

i) Area (in sq.ft. Covered: _____ , Open : _____)

ii) Address:

b. List of plant and machinery deployed along with Make and year of purchase as below:

(please enclose copies of purchase/lease/rent documents, as applicable)

DETAILS OF EQUIPMENT / MACHINERY FUNCTIONING

Sl. No.	Description	Capacity	Make	Year of Purchase	Remarks
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PART IV : PAST EXPERIENCE

- i. List of items and clients supplied in past three years may please be provided as per annexure 1(b). Work orders, testimonials etc. may please be enclosed. Please also enclose photographs of items and products where possible.

PART V : ANY OTHER INFORMATION

Please provide any other information you feel is relevant to your application.

PART VI : DECLARATION

I/We declare that the information given above is true and correct. I/We are fully aware that if any information given above is found to be incorrect, I/We would be disqualified for the work envisaged herein.

I/ We understand that this application does not guarantee empanelment / award of any work by SAIL and SAIL reserves the right to reject any or all applications without assigning any reason.

I/we understand that empanelment / subsequent enquiries / award of work shall be subject to establishing our technical and financial capabilities to the satisfaction of SAIL and accept that SAIL's decision in this regard shall be final.

I/ we understand that if empanelled, any subsequent job work / contract shall be assigned with specific terms and conditions as may be enumerated in the terms and conditions enclosed along with the contract / LOI / work order or which may be specified or implied in the said document(s).

I/ we understand that the Terms and conditions of each LTE of SAIL shall be applicable and deemed accepted by us.

I/ we understand that in event of any work being allotted by SAIL, we shall be required to submit full financial coverage in the form of bank guarantee / cash deposit for any raw materials issued by SAIL. We shall also be required to submit Earnest Money Deposit, Security Deposit etc. as specified in LTE / instructions from SAIL

As token of acceptance, we have signed at the bottom of all pages of this Application Form, **Annexures 1(a), 1(b) & (2)** and the Instructions to applicants at **Annexure 3** and all documents submitted by us with this application.

Place:

Date:

Signature with Seal

[This application form should be accompanied by a covering letter in the applicant's (firm / company) letterhead indicating interest in empanelment as fabricator for SAIL stainless steel.]

Annexure 1(a)**Product groups for which empanelment is applied for:****Segment: Kitchenware / Tableware** (Applicant's/SAIL's designs as per SAIL's decision)

Group	Applied for: YES/NO	Minimum and maximum size range (Dia & depth) that applicant can produce
Flat/Pressed items (Depth less than 2 inches.)		
Medium Draw Items (Depth 2 inches to 4 inches)		
Deep Draw Items (Depth above 4 inches)		
Casseroles (insulated)		
Cutlery Items		
Bulk Cooking & Storage vessels		
Vacuum Flasks		
Water bottles		

Group: Gift items (Applicant's/SAIL's designs as per SAIL's decision)

Group	Applied for: YES/NO	Please indicate products that applicant has produced in one year period preceding this application.
Stainless Steel gift items		

Annexure 1(b)**Summary of attached testimonials / documents evidencing supplies of applicable products in previous 3 financial years and current year****Segment : Kitchenware / Tableware**

Group	Financial year	Name of Client	Items supplied	Value of items supplied	Nature of document attached

Please add more rows as required. Information for current year may be included as additional information.

Segment : Gift items

Group	Financial year	Name of Client	Items supplied	Value of items supplied	Nature of document attached

Please add more rows as required. Information for current year may be included as additional information

Annexure 2

CERTIFICATE FROM
THE BANKER

On the letter head of the
bank

Dated _____

Name and address of the bank

This is to certify that M/s_____ (Name & Address of the Tenderer) has / have been having transactions with us for last _____ years and their financial standing is sound based upon such transactions for the last three years or _____ years (period from the date of incorporation of the firm).

In addition, the following information is also furnished:-

- Nature of account held & its account no. in the Bank
- Various Credit limits sanctioned and utilized individually
- BG and LC limits and utilization separately
- Bank's Rating of the Party

Bank Manager

Signature

Name

P No.

Official Seal

ANNEXURE - 3

INSTRUCTIONS TO THE APPLICANT

1. List of documents to be submitted (only attested/notarized copies):

- Firm's documents as applicable at para 4 of application form.
- Audited Balance Sheet and P&L statement for last three financial years.
- Bankers reference as per pro forma at **Annexure 2**
- Testimonials, work orders etc. evidencing experience of successfully supplying applicable Stainless Steel items in each of the previous three financial years and current year.
- Photographs as required.

2. The Applicant should carefully go through the Instructions to Applicant and fully understand the terms and conditions governing their empanelment prior to submission of their application.

3. The Applicants should acquaint themselves about the operations to be done by them from authorized representative of SAIL on any working day during working hours by prior appointment.

4. The applicant should familiarize themselves with the kitchenware / tableware and gifting products and artefacts that SAIL intends to get fabricated in the course of operation of the agreement.

5. The Applicant, by the very act of applying, will be deemed to have fully understood the terms and conditions governing their appointment as also familiarized themselves with the location(s) as mentioned above at the time of tendering their applications.

6. Details required to be filled in by the Applicant as per the form given for the purpose should be clearly indicated along with the documentary proof wherever applicable/ possible.

7. The Application Form completed in all respect will be submitted so as to reach the Regional Manager, Special steels, of the concerned Regional Office of Central Marketing organization of SAIL mentioned in the notice / advertisement as per schedules specified, if any.
8. Incomplete applications not accompanied by the required documents, applications with insufficient information and applications with any counter condition(s) are liable to be summarily rejected. The application shall remain valid for acceptance up to a period of 60 days from the date of submission.
9. Application will be evaluated generally on the basis of the following parameters:
 - Infrastructure facilities
 - Financial Standing
 - Experience
 - Market reputation
 - Any other criteria which the Company considers necessary to take into account while evaluating the application.
10. The applicants' units, facilities and documents shall be verified and inspected by a joint inspection team from SAIL.
11. Applicant shall offer his infrastructure facilities for inspection of SAIL team. During such inspection all the relevant documents etc. substantiating the statements made in his application should also be produced in original to the SAIL team's satisfaction.
12. Registrations shall remain valid for a period of three years.
13. SAIL may cancel the registration of any vendor at any time without assigning any reasons. The following, while not exhaustive, shall be amongst the indicative grounds for cancellation of registration:
 - Failure to perform as per any work order / Contract/ job order issued.
 - In case of activities prejudicial to SAIL, SAIL's public image, Brand image of SAIL.
 - In case of misuse of any SAIL Brand, whether pertaining to Stainless Steel or otherwise.
 - Any other reason as per SAIL's decision.

14. Applicants shall be eligible to re-register themselves at the end of three years by submission of documents as per guidelines in force at that point of time. **However, any applicant whose registration had been cancelled by SAIL shall only be eligible for re-registration after a cooling off period which shall be communicated in writing and may extend upto three years from date of cancellation.** Such cancellation and cooling off period shall be without prejudice to any other penal actions as may be deemed fit by SAIL.

15. At the time of application, the Applicant should have an average turnover of Rs.5 Lakhs in the three previous financial years, as per audited balance sheets and P&L Accounts.

16. Average turnover shall be determined as total turnover of the previous three financial years divided by three. For example, if a vendor has been in operation for only one year, he should have had a turnover of Rs. Fifteen Lakhs in that year.

17. Applicant should be able to demonstrate to the inspection team's satisfaction his ownership / possession of infrastructure and facilities for performing kitchenware / tableware / gift item manufacture. The inspection team shall visit and physically verify the infrastructure/ equipment facilities offered by the applicant.

18. Immovable facilities such as Warehouse, fabrication areas storage etc. may be owned/ rented / leased.

19. Equipment, Plant and Machinery, if rented or leased **must have been done so at least one year prior to date of application.**

20. Applicant should have been profitable in at least one year out of the three previous financial years. Financial statements submitted shall be examined by the Joint inspection team to reflect the same.

21. Applicant shall submit documents evidencing experience of successfully manufacturing and supplying stainless steel kitchenware / tableware / gift items (as applicable) in each of the previous financial years for which he is submitting audited financial statements. For example, if a vendor has been in operation for only two years, he should have a total turnover of Rs.15 lakhs in these two years, must have been profitable in at least one year and should have successfully manufactured and supplied stainless steel kitchenware / tableware / gift items in each of these two years.

22. Assessment of the Company shall be final and binding. Company reserves the right to accept or reject any or all the application (s) without assigning any reasons whatsoever.

23. General terms and conditions of SAIL shall be applicable and deemed accepted by the applicant, except where overruled by terms and conditions mentioned herein or in subsequent LTE/ LOI/work orders etc.

24. The completed application form along with registration fee and required documents may be sent to the following :

Northern Region:

Regional Manager (SS), SAIL, 18th Floor, Scope Minar, Core-2 ,North Tower, Laxmi Nagar Distt. Centre., Delhi- 110092

Southern Region:

Regional Manager (SS), SAIL, Ispat Bhavan, No.5, Kodambakkam High Road, Nungambakkam, Chennai - 600 034

Eastern Region

Regional Manager (SS), SAIL, Ispat Bhavan, 3rd Floor, 40 J.L. Nehru Road, Kolkata-700071

Western Region

Regional Manager (SS), SAIL, 104-115, Swastik Chambers, 1st Floor, Sion-Trombay Road, Chembur, Mumbai-400 071
