APPLICATION FOR REGISTRATION AS A VENDOR

Hindustan Photo Films Manufacturing Company Limited **(HPF)** is one of the Public Sector Enterprises of the Government of India under the Ministry of Heavy Industry and Public Enterprises. The mainline products manufactured by HPF are Medical X-ray, Industrial X-ray, Graphic Arts Film and processing chemicals, namely, Developer and Fixer.

HPF Limited invites application from existing and new manufacturers/suppliers for registration as Vendors. Being the manufacturer of photo sensitized products, HPF Limited would shortlist applicants for further consideration after evaluation of relevant documents and if found necessary, after evaluating and accepting the sample of the product to be supplied.

Manufacturers/suppliers interested in business partnership with HPF Limited are requested to download and fill-in the Registration Format as per instructions given below and submit the same to the **SENIOR MANAGER-PURCHASE** at the above address with all the supporting and required documents.

Applicants need to cooperate with the officers of the company who would contact you in connection with the registration process. The information/documents furnished by the manufacturers/suppliers will be treated in strict confidence.

Instructions for filling the Registration Form

- All columns in the Registration Form are to be filled up. If any column is not applicable, 'NIL' may be indicated. If any column is not relevant, 'Not Applicable' may be indicated.
- Separate sheet may please be attached if the space provided is insufficient.
- Separate sheet may please be attached for any other information not provided in the Registration Form.
- Attachment of all required enclosures and filling up the list of enclosures may please be ensured.
- All sheets of the Registration Form may please be signed by the authorized signatory.
- Duly filled in and the signed declaration of the Registration Form along with attachments in an envelope superscribed "**Application for Registration of Approved Vendor"** may please be sent to the SENIOR MANAGER-PURCHASE.
- Expeditious furnishing of any clarification/information required during evaluation may please be ensured, failure of which may affect the registration process.

FORM OF APPLICATION FOR REGISTRATION AS AN APPROVED VENDOR FOR HPF LIMITED

1.	Name of the Vendor	
2.	Registered address of office/factory sites	
2.1	Web site URL	
2.2	Contact particulars: ➢ Telephone ➢ Mobile ➢ Fax ➢ E-mail	
2.3	Contact person/CEO/Proprietor: ➢ Telephone ➢ Mobile ➢ Fax ➢ E-mail	
3.	Registration Category (please tick)	A-Govt.dept. B-PSU C-Stockist/Distributor D.SSI E-Importer F. Original Manufacturer G. Consortium/State/Govt. Agency H. Others (please specify)

➢ Please enclose copy of relevant certificate viz. Registration under SSI/NSIC, Authorisation Certificate from Principals for dealer/distributorship, etc.

4.	Details of Quality Certification of products/company	
4.1	ISI/BIS	
4.2	ISO	
4.3	Any other (please specify)	

5. List of major products*/services you intend to offer as a vendor:

Sl.No.	Major product/service	Are you original manufacturer for the listed products
1.		YES/NO
2.		YES/NO
3.		YES/NO
4.		YES/NO
5.		YES/NO

*Please enclose your company's product catalogue with detailed specification of the products

6.	Production/supply capacity of each product	
	Name of Product	Quantity
	1.	
	2.	
	3.	
	4.	
	5.	

7. Inspection/testing facilities available at the factory

Sl.No.	Details of facility	Remarks
1.		
2.		
3.		
4.		
5.		

8. List of your major clients/customers (Please enclose copy of PO/Invoice)

Sl.No.	Customer Name & Address	Product Supplied
1.		
2.		
3.		
4.		
5.		

9. Are you registered with any CPSU/State PSU/Major Private Companies? Please Specify.

10. Details of HPF Limited directors/employees having financial interest in your organization, if any, details thereon.

11. Please enclose a copy of your organisation'sprofile.

12. Certificate for performance/quality from the customers, if any.

13. Bank Account details:

14. Sales tax registration details:

    14.1. CST No.
    14.2. SST No.
    14.3. VAT/TIN No.

15. Central Excise Registration Details:

    15.1. Registration No.
    15.2. Range
    15.3. Division

16. Does your products have DGS&D Rate Contract YES/NO
    If yes, please attach list of items and Rate Contract details

17. Financial deails:

Sl.No.	Financial Year	Turnover
1.		
2.		
3.		

17.1. Income tax Registration details. Please furnish the year of filing last IT Return.

17.2. PAN
TAN

18. Please furnish any other information which can help you in finalizing vendor registration with HPF Limited.

19. List of enclosures:

Sl.No.	Format Item No.	Description	No. of pages
1.			
2.			
3.			
4.			
5.			
6.			

DECLARATION

(This declaration should be completed by the proprietor, partner, director and/or authorized signatory, who has the authority to do so)

I/We …… declare and confirm that the information furnished and attachments submitted with the application are true and correct.

I/we are aware that any false information provided herein will result in the rejection of my/our application for registration.

I/we shall be bound the acts of the duly authorized signatory who has signed this application and of any other person, who in future, may be appointed by us in his place whether or not an intimation of such changes has been given.

I/we undertake to communicate promptly to HPF Limited any changes in the conditions or working of the firm.

I/we have read and understood HPF Limited's General Conditions of Contract and agree to abide by the same in all respects.

NAME:
POSITION:
DATE:
PLACE: SIGNATURE

OFFICE SEAL

JUST SUBMISSION OF VENDOR REGISTRATION FORM

DOES NOT MEAN AUTOMATIC REGISTRATION.

REGISTRATION SHALL BE DONE, AFTER DUE

CONSIDERATION OF HPF's REQUIREMENT,

AT THE APPROPRIATE TIME

AND WILL BE INTIMATED ACCORDINGLY.

EVLUATION OF VENDOR WILL BE DONE ON THE BASIS OF

THE FOLLOWING CRITERIA DEPENDING UPON THE APPLICABILITY

1. SUPPLIER's CAPABILITY & SOUNDNESS

2. CONFIRMATION OF SUPPLY OF MATERIAL TO OUR SPECIFICATION

3. PRODUCT WISE CLIENT LIST

4. QUALITY CERTIFICATION