

SOUTH EAST CENTRAL RAILWAY

OFFICE OF THE
CONTROLLER OF
STORES,
BILASPUR (CG).

No. S/FRS/04/.....

Date:

M/S

.....

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Ref : Your letter No.....

** ** *

With reference to the above , you are requested to furnish the following particulars:-

1. a) How is your concern/factory registered with the Government?
(Limited/Pvt, /Partnership/Proprietary concern)
- b) What is the validity of the current Registration?
2. For Manufacturing Units:
Is your Factory including plant and machinery owned by you, if not what is source of manufacture.
3. In case of the Stockiest suppliers:
 - a) Are you the authorized dealer of reputed manufacturers for the items of dealing? If so, please name them.
 - b) Please give the address of your godown where you keep your stocks and also state whether you are having the ownership of the same or is it rented by any agreement.
 - c) Please give the value of your stocks in the godown at present.
- 4.State the item you deal in for which the registration is requested.
5. Please state if you are registered with the following organizations.
 - a) NSIC
 - b) DGS&D
 - c) Railways
 - d) Central Govt. Organizations if so, what is the validity of registrations.
6. Please submit the Profit & Loss Accounts and Balance Sheet duly certified by the C.A of the past three years.
7. Please furnish the details of the high value supply orders. (Over Rs.10,000/- individually) which you have satisfactorily executed with Railways. Or agencies (Central Govt. / State Govt. or Pvt) during the last two years to indicate, in general the items you deal in.
8. Please furnish the name of the sister concern/allied concerns and also state whether these are already Registered with this Railway.
9. A) State the amounts paid as Income Tax in the name of your company for the past 3 years.
B) What is the validity of the current ITCC.

- C) Submit the Sales Tax Registration Certificate / Central Sale Tax Registration Certificate.
10. Registration of stockist / dealers will be considered only if their annual turn over sales are above Rs. 10 lakhs.
11. Please note that if no reply is received within one month from the date of issue of this letter, the case will be treated as closed at this end.

For Controller of Stores.