



SIKKIM STATE COOPERATIVE SUPPLY & MARKETING FEDERATION LIMITED
A GOVERNMENT OF SIKKIM UNDERTAKING
GOVERNMENT OF SIKKIM
Gangtok, East Sikkim – 737 101

Vendor Empanelment Form
For Empanelment with SIMFED

1. Basic Information of the Vendor/Firm

1. Name of the Firm/Company:

2. Type of Organization:

- Proprietorship
- Partnership
- Private Limited Company
- Public Limited Company
- Cooperative Society
- MSME
- Other: _____

3. Registered Office Address:

4. Correspondence Address:

5. Contact Details:

- Phone Number: _____
- Mobile Number: _____
- Email ID: _____
- Website (if any): _____

6. Name of Authorized Signatory:

7. Designation: _____

8. PAN Number: _____

9. GSTIN Number: _____

10. CIN/Registration Number:

11. MSME/Udyam Registration Number (if applicable):

12. Year of Establishment: _____

2. Nature of Business

1. Category of Goods/Services Offered:

2. Specialization/Key Products:

3. Annual Turnover for the Last 3 Financial Years:

Financial Year	Annual Turnover (INR)

4. Number of Employees:

5. Major Clients/Organizations Served:

3. Banking Details

1. Name of Bank: _____
 2. Branch Name: _____
 3. Account Holder Name: _____
 4. Account Number: _____
 5. IFSC Code: _____
 6. Cancelled Cheque Attached:
 Yes
 No
-

4. Empanelment fees

1. Application form fee of Rs. 2000/- irrespective of the category of registration, in cash or in form of Demand Draft in favour of the Managing Director, SIMFED, Gangtok. For additional items full registration charges & processing fee will be leviable
2. For additional items of different manufacturer full registration & processing charges will be leviable.
3. The processing Fee in form of Demand Draft in favour of the Managing Director, SIMFED, Gangtok as per the following category

S.No	Items	Proc. Fees
1	Floricultural Products	1000/-
2	Agricultural & Horticultural Products (Fruits, eatables, processed foods items etc.)	1000/-
3	Agricultural Inputs (Manures, Organic Manures, Seeds, Vermi Compost, Agricultural Machineries, Tools & Equipment, Green House)	3000/-
4	Cement & Rod (Hardware Items, Bricks, GI Wire, GCI Sheets, Pipes and all other hardware related items)	5000/-
5	Uniforms & Liveries	5000/-
6	Furniture (Office & School and all furniture)	5000/-
7	Miscellaneous Items (Computers & related accessories, Electronics and related items, Electrical & its related items, Stationeries, Office Equipment & other accessories, Animal Feeds, Scientific equipment. All others items not covered in other registration categories)	5000/-

4. Documents to be attached

Please attach self-attested copies of the following documents:

Sl. No.	Document	Attached (Yes/No)
1	Firm Registration / Company Registration	
2	Trade License/Registration Certificate	
3	GST Registration Certificate	
4	COI/ RC	
5	PAN Card	
6	Aadhaar Card	
7	Professional Tax Clearance Certificate	
8	MSME/Udyam Certificate (if applicable)	
9	Audited Financial Statements of Last 3 Years	
10	Application Form fee receipt & Empanelment fee receipt	
11	Bank Account Details/Cancelled Cheque	
12	Address Proof	
13	Experience Certificates/Work Orders	
14	ITAX Returns for last Two (2) years	
15	Annexure A – AFFIDAVIT	
16	Annexure B – Bankers Report	
17	Any Other Relevant Certificate	

5. Declaration by Vendor

I/We hereby declare that:

1. The information provided in this application form is true and correct to the best of my/our knowledge.
2. I/We understand that submission of this application does not guarantee empanelment.
3. I/We agree to comply with all terms and conditions prescribed by SIMFED.
4. I/We undertake to inform SIMFED immediately of any changes in the information provided.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Date: _____

Place: _____

Company Seal/Stamp

6. Office Use Only

Application Received On: _____

Documents Verified By: _____

Remarks: _____

Empanelment Status:

Approved

Rejected

Pending

Approved By: _____

Signature: _____

Date: _____

ANNEXURE-A

(To be executed on non-judicial stamp paper of Rs.100/- and attested by a notary public or 1st class magistrate)

AFFIDAVIT

I/We*son of.....the proprietor/Partner(s)/ Director(s)* of M/s.....with their registered office atwho are Indian Agents/authorized agent/distributors/stockiests /supplier of M/s.....solemnly affirm and state on oath that:

- 1. The premises of the firm situated atare owned exclusively/rented by me/us* up to.....(indicate date).
- 2. That the applicant firm possess adequate after sales service facilities which are available at..... (Give address (es)).
- 3. None of the Proprietor/Partners/Directors* of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned/suspended business dealings. We undertake to report to the Registration Branch of SIMFED immediately after we are informed but in any case not later than 15 days, If any firm in which Proprietor/Partners/Directors* are Proprietor or Partners or Directors of such a firm which is banned/suspended in future either before the Registration is granted or thereafter.

The information given above is true to the best of my/ our knowledge.

Place:

Signature(s) of Deponent(s)

Date:

(Seal of the firm/Company)

.....

Verification

I/We* above named deponent/deponents hereby verify that the contents of my/our* above deposition are true to the best of my/ our* knowledge and nothing has been concealed therfrom.

Verified atthis theday of

Signature(s) of Deponent(s)

(Seal of the firm/Company)

.....

Notes:

- 1. *Strike out whichever is not applicable.
- 2. The applicants may submit the Affidavit separately or together as is convenient.
- 3. In case of rented premises attested copy of lease agreement and rent receipt are to be enclosed.

ANNEXURE-B

PROFORMA FOR BANKER'S REPORT
(To be submitted on the Bankers' letterhead)

To,
Managing Director,
SIMFED,
Gangtok,
East Sikkim.

Date:-.....

Sub: Financial credibility report in respect of M/s.....
(name of the firm with address) for the purpose of registration with Sikkim state Cooperative Supply & Marketing Federation Ltd.

Sir,

This is to certify that

M/s..... (name of the firm with address)

.....
.....
.....

are maintaining Current/Saving Account No..... with this bank branch for the last.....years. The firm has been provided with a credit Limit of Rs.....

This is further certified that their account with this bank has been operated in a satisfactory manner.

Yours faithfully

()
Chief Manager
Bank
Branch with seal