



**Indu Projects Limited**  
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**SUPPLY CHAIN MANAGEMENT**

**Vendor Registration Form for Service Provider**

**1. General Information about your organization  
(In full block letters)**

**A. Name of the Company**

**B. Year of establishment**

**i) Address**

**ii) Branch Office in Hyderabad,  
If any**

**iii) Name the places you have offices in India.  
(If required attach in separate sheets)**

**C. Telephone No.**

**D. Fax No.**

**E. E-Mail address**

**F. Contact Person**

Mobile Number

**G. Website URL**

**H. Name Chief Executive /Proprietor / Partners:**

(Contact Details to be furnished)

**2. List of Services for which you are eligible  
(Detailed documents to be enclosed)**

**A. Quality Certificates obtained by your company**

ISO 9001     ISO 9002     ISO 14001     None

Other (Please specify)

**B. Type of Organization**

**(Documents to be Enclosed)**

<input type="checkbox"/> Proprietary	Trade licence
<input type="checkbox"/> Partnership	Partnership deed, Trade licence
<input type="checkbox"/> Private Limited Company	Memorandum of article
<input type="checkbox"/> Public Limited Company	
<input type="checkbox"/> Public Sector	Certificate of Registration
	Trade Licence

**3. Details of your Service capabilities**

**A. Do you have your own Service facility?**    Yes     No

**B. Number of Employees**

Skilled     Unskilled     Technically Qualified

Quality     Production     Inspection

Other support Team

**4. Details of Services provided/ you can provide :-  
(To be enclosed)**

- Types of Services
- Experience
- Type of Equipments / Vehicles available with you
- Other details if any

**5. Annual Turnover for the last 3 years (in lakhs)**

Year	Turnover	Year	Turnover	Year	Turnover
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**6. Address of your Servicing Center / Area**

A. Contact Persons

B. Telephone No.

C. Fax No.

D. Email address

**7. Registration Number**

A. PAN

B. ECC No.

C. State VAT No/No's

D. CST No. and Date

E. Service Tax No.

**8. References**

**(Please mention your major customers  
To whom you are providing service from last  
Two years)**

Major Customer  Type of Service  (Value)Major Customer  Type of Service  (Value)Major Customer  Type of Service  (Value)

**9. Do you provide any emergency services / AMC? If no, mention**  **Yes**  **No**  
(Furnish the details)

**10. Performance**

Have you received any service contracts from reputed organization? If yes (Enclose a copy).

Have you received any external certification on your services / after completion? If yes  
(Enclose a copy).

**11. Quality Assurance Plan / quality systems implemented / running at present  
(Enclose details for below requirements)**

a. List of Instruments/ equipments / periodical maintenance details to maintain Service Standards.

b. Are you registered with Classification societies?

**12. Other Details to be Enclosed**

- a. List of services with value executed / Value of service orders with client list.
- b. Concurrent commitments as on date with value.
- c. Balance sheet for three years.
- d. Any other information you would like to furnish.
- e. Have you registered with any of Govt., Organization, and If so pls furnish the details?
- f. Photo copy of the CHA license if applicable.

**13. Last Tax Clearance certificate (to be enclosed)**

- i) Income Tax
- ii) State Sales Tax
- iii) Central Sales Tax

**Note: -**

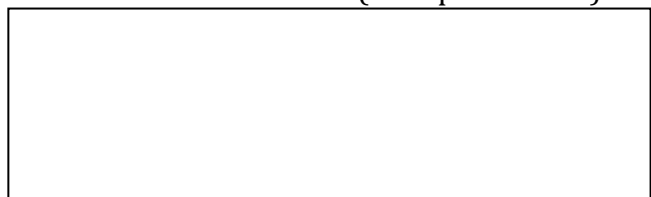
- a. Enclose all relevant documents.
- b. Each page of Vendor registration form should be signed at the bottom.
- c. Submission of incomplete application or short receipt of documents shall be sufficient cause for outright rejection and no further correspondence shall be entertained.
- d. Physical verification of facilities as well as statement made/submitted will be carried out as necessary. Misinformation, if any, will make in the registration liable to be cancelled.
- e. If Company is a group, list of Group Companies with address and product details. You can use additional paper if required.

**DECLARATION BY VENDOR**

1. No Employee or direct relation of any employee of INDU Projects Ltd., is in any way connected as Partner/shareholder/director/advisor/consultant/employee etc. with the company.
2. I confirm that the information furnished above is correct to the best of my knowledge and belief.
3. We also undertake to accept the terms & conditions and further revisions if any.

\_\_\_\_\_  
(Signature of Proprietor/Partner/Chief Executive)

Name \_\_\_\_\_  
(In Capital Letter)



(Seal of Vendor)

Place: .....

Date: .....



## Standard Terms & Conditions.

### **1. Scope:**

This purchase order is subject to the scope mentioned in the order and terms and conditions imposed hereunder. The Supplier shall strictly adhere to the same.

### **2. Delivery:**

The stipulated delivery time is the essence of this Purchase Order. You shall therefore, strictly adhere to the delivery schedule mentioned in the purchase order. You shall have to arrange all transit risk insurance, and pay the relevant Taxes. Indu reserves its right to cancel the purchase order and collect the advance if the Delivery Schedule is not followed.

### **3. Packing**

The goods should be packed securely to avoid transit damage. Any damage or breakage in transit due to faulty packing will be your responsibility. Clean consignment notes cannot be considered as sufficient proof that goods were securely packed

### **4. Inspection:**

Your own technical experts at your works shall inspect the equipment under the purview of your supply and such inspection report shall be forwarded to us with sufficient copies. However, Indu reserves its right to inspect at any stage of fabrication / manufacture of the equipment/material. You shall intimate Indu without fail when the equipment is ready for inspection including the stage wise inspection. You shall not proceed with further manufacture and / or dispatch of equipment, without obtaining a clearance certificate after inspection or our written permission. You shall forward to us the relevant test certificates wherever applicable, obtained from the concerned authorities either regarding quality or any other details of the items

### **5. Rejection:**

We reserve the right to reject the goods either in part or full if at the time of delivery, it is noticed that the goods supplied do not conform to the specifications /description given in the Purchase Order. The rejection, if any, shall be intimated to you in writing within a reasonable time. You shall be liable to repair /replace the rejected goods within the stipulated time. Till the repair / replacement is made, the rejected goods shall be lying strictly at your risk, cost and responsibility. If you do not arrange to repair /replacement of the rejected goods with in the period stipulated by us, we may dispose of such goods at your risk and in the manner which we think fit and proper. We shall be entitled to retain the proceeds of disposal either in part or full towards the expenses incurred on storage, handling and disposal of the rejected goods. We shall also be entitled to recover the expenses made by us on storage and handling of such rejected goods till the goods are removed from our premises /stores. You shall not dispute it later.

### **6. Prices:**

The price mentioned in the order is fixed and will not change unless specifically agreed by us in writing

### **7. Transportation:**

Material will be dispatched through our nominated transporter in case of ex-works order and will be through bank approved transporter in case of FOR order. Any mode of transport other than this will not be acceptable and if any damage occurs as a result of this shall be to your account.

### **8. Demurrage:**

You shall bear and reimburse to us full demurrage if any, paid by us due to delay on your part in forwarding the original dispatch documents at the destination mentioned in the Purchase Order.

In case the original documents are routed through bank, a copy of the invoice giving full dispatch particulars should be sent directly to us.

### **9. Payment:**

The payment shall be made as per the payment schedule mentioned in the order.

### **10. Defaults:**

The accepted delivery schedule of supply and or Installation shall be governed by the liquidated damages and recovery of advance. Each unit of an item shall be delivered to destination and ready for operation not later than the delivery date specified in the purchase order. If you fail to deliver the goods or perform the services within the time period(s) specified in the purchase order, Indu shall without prejudice to its other remedies under this purchase order, deduct from the order price as liquidated damages, a sum equivalent to  $\frac{1}{2}$  % of the order value (per week) for the delayed period. The total amount so deducted shall not exceed 5 % of the purchase order value. Once the maximum is reached the Indu may consider cancellation/termination of purchase order.

### **11. Calibration of tools:**

Tools, inspection gauges etc loaned to you for executing this order shall be calibrated as per the frequency indicated by us at your own cost. Rejections arising out of using tools, gauges etc without calibration shall be to your account. You will submit each supply inspection Report as per inspection plan indicated to you. Without inspection report as per our plan, no material will be accepted by our stores.

### **12. Standards:**

You shall supply the standard Equipment duly certified by the BIS (in case wherever it is applicable) along with a copy of the Certificate thereon

### **13. Guarantee / Warrantee**

Equipments/materials supplied by you shall be guaranteed / warrantee as per the terms mentioned in the order.

### **14. Manuals/Drawings/part list**

Necessary manuals/ drawings/ part list/ catalogue shall be submitted to us in two sets/as mentioned in the order.

### **15. Submission of Bills**

Bills stating therein our Purchase order reference, along with necessary copies of dispatch documents' are to be sent to us.

### **16. Termination/Cancellation:**

We shall be free to cancel or terminate our order either in part or full, in case of non-delivery of material/non-completion of installation within the stipulated delivery period or breach of any of the clauses mentioned herein. Consequential losses if any, on account of our getting installation done or obtaining supplies from alternative sources besides payment of higher price shall be recovered from you.

### **17. Sub Contract:**

In the event of drawing sub-contract to any party/parties by-you for the manufacture/ supply/erection of any parts/spares/components that will be used in the ordered equipment, you must furnish us the details about such sub- contractor(s), their experience, specialization etc. The sub-contract can be awarded by you only after obtaining written approval from us. In the event of such sub- contract, the prima the responsibility rests on you in regard to the quality, quantity, guarantee/warranty of the materials supplied by the sub-contractor(s).

### **18. Force Majeure:**

In case the default of performance is caused due to Force Majeure or beyond the reasonable control of the party affected, the Buyer or Supplier shall not be treated as in default subject to the fulfillment of their obligations .The Supplier shall intimate the buyer about the Incident within 7 days from the date of the occurrence. The Force Majeure lasting continuously for a period of six months, the two parties should consult each other regarding the future implementation of the contract/purchase order. The Supplier should strictly observe and follow the Force Majeure provisions and if fails to do so, the buyer shall have the right to terminate this purchase order.

### **19. Arbitration:**

In the event of any dispute /differences arising out of this purchase order or difference of opinion between the parties on any point in the purchase order arising out of or in connection with the purchase order or with regard to performance of any obligation hereunder by either party, the parties hereto shall use their best efforts to settle such disputes or difference of opinion amicably by mutual negotiations. In case, no agreement is reached, either party may forthwith give to the other, a notice in writing of the existence of such question, dispute or difference of opinion and their intention of invoking the arbitration under the provisions of Indian Arbitration Act, 1996 . In such case, the same shall be referred to the adjudication for arbitral tribunal, constituted by three arbitrators, one to be nominated by the supplier and the other to be nominated by the Buyer and the third arbitrator shall be appointed mutually agreed upon by the two early appointed Arbitrators under the provisions of the Indian Arbitration Act, 1996. The rules there under or any statutory modification thereof for the time being in force shall prevail. The place of arbitration shall be at Hyderabad.

### **20. Patents / Copy Rights / Trade marks:**

You shall indemnify and reimburse us for all the Costs/damages resulting in the infringement of the Acts of Patents / Copy Rights / Trade marks.

### **21. Secrecy:**

All drawings, tools and samples supplied by us for executing this order shall be our exclusive property and shall be returned to us immediately upon completion of this order. All tools shall be maintained properly by you. In the event of damage or loss you will make good the same. Under no circumstances You shall disclose to third parties the information contained in our drawings specifications without our prior consent in writing.

### **22. Jurisdiction:**

Any difference or dispute arising out of this Purchase order shall be subject to the jurisdiction of Hyderabad court only.

### **23. GENERAL CONDITIONS:**

- a. If for the purpose of execution of this order, your agent /representative(s) are required to work in our place, they shall be subjected to our general rules regarding discipline etc. Any payment/compensation on account of accident while working in our premises will be your responsibility and you shall indemnify us from paying any expenses/compensation to your worker/employee in case of any accident.
- b. Goods as per the description of this order shall only be supplied to us and no divert ion of such goods shall be made to others.
- c. Any charges incurred by us in regard to sorting of material supplied shall be to your account.