



Rev.4

Pre-qualification of vendors for supply of Materials

FACT intends to update vendor lists for supply of different materials on a continuous basis. Vendors interested in getting pre-qualified for inclusion in the vendor lists for supply of different materials to FACT are requested to submit their applications in the format available from the company website - <http://www.fact.co.in> (Tenders > Pre-qualifications of Vendors > Pre-qualification for Supply of materials) attaching supporting documents wherever required. The applications (Hard Copy) received for inclusion in the vendor list for an item will be considered when the next updation of the vendor list for that item is taken up. FACT reserves the right to verify the data submitted including site inspection. Only those vendors having sufficient capability and experience will be considered for inclusion in the list.

The application complete in all respects may be forwarded to

Vendor Cell,
Corporate Materials Department,
Petrochemical Division Administrative Office,
The Fertilisers and Chemicals Travancore Limited
Udyogamandal - 683 501

Email ID: manideep@factltd.com/chidambaram@factltd.com



APPLICATION FOR VENDOR PRE-QUALIFICATION

(To be filled as per the instructions given at the end of this document)

PART I – VENDOR DATA

Application No.....

(For office use)

1.1	FACT Existing Vendor Code, if any	
1.2	Name of Vendor	
1.3.1	Regd. Office Address	
1.3.2	Factory / Works Address	
1.3.3	Address for communication	
1.4	City	
1.5	State	
1.6	PIN Code	
1.7	Country	
1.8.1	Telephone No.1	
1.8.2	Telephone No. 2	
1.9	Fax No.	
1.10	Email Address	
1.11	Website	
1.12	Name & Designation of Contact person	
1.13	Mobile No.	
Organizational Profile		
1.14	Organization Type: Govt./ Public Sector/ Private/ Partnership/ Proprietorship etc...	
1.15	Business Type: Manufacturer / Trader / Service Provider	
Registration Particulars (If applicable)		
1.16	CIN	
1.17	Company PAN	
1.18	GSTIN No.	
1.19	NSIC No.	
1.20	ESI No.	
1.21	Udyog Aadhaar Memorandum No. / UDYAM No.	
1.22	Whether registered in CPP Portal? (Yes/No), If Yes mention CPP user ID	
1.23	Whether UAM is linked with CPP Portal? (Yes/No)	
1.24	Whether registered in GeM Portal? (Yes/No), If Yes mention GeM Seller ID	

Signature of authorised signatory with seal



PART II – PRODUCT / SERVICE DETAILS - (Fill all the applicable details)

2.1 Details of products / services for pre-qualification							
#	Products / Services			Tick appropriate columns			Remarks
				Supply	Install.	Service	
2.2 Shop output for Last 3 Financial Years							
#	Year	Product		Quantity	Value	Remarks	
2.3 Details of major orders executed for major clients / PSUs during the last 3 financial years. (Documentary Proof to be attached)							
#	Client	PO No.	PO date	Item Description	PO Value	Remarks	
2.3 If Trader, please give the following details (authorization letter from principal / manufacturer to be furnished):							
#	Principal	Product(s)	Average annual sales of last 3 financial years	Contract Period	Nature of Contract		

Signature of authorised signatory with seal



PART III – DETAILS OF FACILITIES - (Fill all the applicable details)

3.1	If Manufacturer / Service Provider please give following details (Traders may give details of their Principals):								
#	Location of Works	Contact Details				Product Description			
3.2	Shop Facilities								
#	Location	Year of Establishment	Floor Area(m ²)	Own/ Lease/ Rent	No. of Engrs	No. of Labourers			In house R&D (yes/No)
						Skilled	Semi skilled	Un skilled	
3.3	Details of Trading Houses / Service Centres								
#	Location	Contact Details			Contact Person	Products			

Signature of authorised signatory with seal



3.4	Details of collaborators (Documentary Proof to be attached)				
#	Product	Name of collaborator	Indian / Foreign	Scope of contract	Period
3.5	Details of authorised dealers / agents / sub-contractors etc.				
#	Product	Name of firm	Indian / Foreign	Nature of contract	Period

PART IV - GENERAL

4.1	Whether you are an ISO certified firm If so, attach relevant proof for the same				
4.2	Details of approval of your facilities by Third Party Inspection agencies.				
4.3	Whether Registered with any Central / State PSUs/ Govt. Departments. Copies of registration certificates to be attached.				
4.4	Details of serious labour unrest which affected operations if any, for the last 3 financial years				
	Year	Details of labour unrest			
4.5	Have you ever been black listed / delisted / put in Enquiry Holiday by any Govt. Dept. , Govt. / Quasi Govt. Undertakings, PSUs etc.? If so, give details.			YES / NO	
	Client	Nature of action taken	Reasons	Period of delisting / enquiry holiday	

Signature of authorised signatory with seal



PART V – FINANCIAL DETAILS

5.1	Name & Address of the Bankers Bank 1				
	Bank 2				
5.2	Profit after tax (net profit) for the last 3 financial years		5.3	Turnover for the last 3 financial years	
	YEAR	AMOUNT		YEAR	AMOUNT
6	ANY OTHER DETAILS				

Signature of authorised signatory with seal



List of documents enclosed (please tick, wherever applicable)

1	Solvency Certificate from Bankers	
2	Audited annual accounts with schedules where auditing is mandatory and in all other cases certified accounts by a Chartered Accountant for the last 3 financial years	
3	Technical catalogues	
4	NSIC Registration Certificate	
5	Udyog Aadhar Memorandum / Udyam Registration Certificate	
6	Supporting documents as per PQ format, if applicable.	
7		
8		
9		
10		

Place:

Authorised Signatory

Date:

Name:

Desig.:

Instructions

1. All requisite information shall be given in the format with reference to the item specified. Incomplete applications may be ignored by FACT without any further correspondence
2. Trading houses shall furnish authorization letter from manufacturers in original.
3. Please ensure that all required data are furnished in the format without any omission / ambiguity. Use separate sheets / attachments wherever found necessary.
4. Capacity and capability of vendors will be assessed at current levels and no weightage will be given for proposed / future expansions etc.
5. Applicants shall sign and seal all pages of the application and all the Photostat copies of documents attached with the application.
6. The details furnished must be authentic.
7. The application must be duly signed by the authorized personnel of the vendor.
8. FACT reserves the right to verify all the information furnished by the supplier including shop facilities.
9. FACT reserves the right to reject any application without assigning any reason, without prior intimation.
10. Applicants shall ensure timely submission of application form and/or any other documents. FACT can not be held responsible for postal delays etc.
11. Pre-qualification / registration of a vendor will depend on the competence of the party to supply the required category of items, based on the documents/information submitted by party and as assessed by FACT at their sole discretion. Criteria for pre-qualification shall be based on the category of the vendor list and material. Additional data if any required for assessing the vendor with respect to the Pre-qualification requirements shall be sought from the vendor at the time of reviewing the applications.
12. Based on the items for which pre-qualification is applied requested, FACT may request submission of samples at a later stage if required. Samples shall be furnished free of charge. Testing fee if applicable also shall be paid in advance when requested.
13. FACT reserves the right to pre-qualify the vendors on a trial basis and subsequent inclusion shall be based on the performance.
14. Pre-qualification/registration of a vendor does not guarantee for placement of purchase orders.
15. FACT may at its sole option reject any application without assigning any reasons thereof. Applicants would not be entitled to claim any cost, charges or incidentals for or in connection with preparation of and submission of their applications.
16. Most of the procurements in FACT are being done through "GeM Portal" (Government e-Marketplace) or by floating e-tender in "CPP Portal" (Central Public Procurement Portal). The vendors shall submit their offers through the respective online platforms.

Signature of authorised signatory with seal