



DOC: ISWP/PUR/01
Wef: 19/08/2005
Rev '00'

**Registration
&
Vendor Assessment Form
FOR
DISTRIBUTOR/DEALER
TO
I S W P**



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CHECKLIST

1. PAN

2. VAT/CST

3. EXCISE REGISTRATION

4. SERVICE TAX REGISTRATION

5. BANK DETAILS

6. MSMED STATUS

7. FINANCIAL DATA

8. RTGS/NEFT FORM

9. TYPE OF FIRM

*** FORMS WITHOUT THE ABOVE DETAILS ALONGWITH THE NECESSARY DOCUMENTS WILL NOT BE ACCEPTED.**



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Name of Vendor

:

1. GENERAL INFORMATION

1.1) Products (List)

i) Standard

ii) Customized

1.2) Year of Incorporation

1.3) Registration No's

a) Excise Reg. No : _____

b) Excise Range No. : _____

c) Excise Division : _____

d) Collectorate : _____

e) VAT Reg. No : _____

f) Local Sales Tax : _____

g) Central Sales Tax : _____

h) Excise Control Code No. : _____

i) Permanent Account No (PAN) : _____

j) Importer's code No : _____

k) * MSMED Registration No. : _____ **Valid upto** _____



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(Please enclose copy of dealership certificate with validity date)

2. **Contact Information**

2.1) **Registered/Corporate Office**

Address : _____

Telephone : _____

Fax No : _____

Mobile No. : _____

E Mail ID : _____

2.2) Internet Site : **www.** _____

2.3) Contact Person for I S W P (Executives who will be dedicated full time for I S W P's Contract, minimum 2 names)

a) Name of Contact Person: _____

Designation : _____

Address : _____

Telephone : _____

Fax No : _____

Mobile No : _____

E Mail ID : _____



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3) Status/Constitution of the Firm

3.1) Type of Firm

Public Ltd. Company

☐

Private Ltd. Company

☐

Partnership

☐

Proprietorship

☐

4) Systems & Regulatory Norms

a) Quality Systems/Standard

YES ☐

NO ☐

(Give a brief description of the quality system)

5.1) Liquidity(Rs.)

(Note: CY: Current Year, CY-1: Current Year-1, CY-2: Current Year-2, CY-3: Current Year-3)

	CY	CY-1	CY-2	CY-3
Turn Over				
Expenses				
Operating Profit				
Net Profit				
Men on roll				
a) Manager				
b) Supervisor				
c) Labour				



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5.2) Bank details :

Name of A/c Holder : _____

Account No. : _____

Branch Name & Address : _____

IFS Code : _____

Planning Process

6.1) Is your planning process supported by ERP System

(BAAN / SAP /)

YES ☐

NO ☐

(if "Yes", Please give details)

6.2) Lead time (Planning to Delivery)

i) Min Lead time

ii) Max Lead time

6.3) Do you have a System to handle Rush Orders

YES ☐

NO ☐

(if "Yes", Please give details)



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8) IT/ Automation System Employed

Material Tracking System	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Vehicle Tracking System	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Bar Coding	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Radio Frequency	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Identification Devices	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Electronic documentation	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Delivery confirmation	YES <input type="checkbox"/>	NO <input type="checkbox"/>

9) Current Customer List

I) Please give the Top 5 customer that you are servicing (for our reference check)

Customer	Business Volume	Product Offering (Period of Start Date)	Customer Contact Person	Phone No	Email



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10) Complaint Handling System

a) Help Desk No. / Contact

b) No. of Complaints in last 2 years

Customer	Type Of Complaint	Action Taken	Time Taken For Resolution

c) System of complaint Settlement _____

d) No of Warranty Claims (Last 2 years) _____

11) Inspection & Testing

11.1 a) What are your Key Equipments

b) Inspection System (briefly describe)

i. In process

ii. Final

iv. Inhouse / Outsourced



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Declaration

HOD(Procurement)

I S W P

I declare that all the above information furnished are true. I have also read and understood the "NOTE" and confirm to abide by the same.

Signature

Name in Full

Designation



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Re: Tata Code of Conduct

We at I S W P have adopted the Tata code of Conduct, which represents the values that we upload in the conduct of our business.

The code of conduct is an articulation of the values and principles that govern the manner in which the Tata Group of Companies and their employees conduct themselves.

We wish to inform that this code will apply in all our dealings with you and all others who do business with us as a part of our supply chain. Some of the issues pertaining to the code of conduct are enumerated in annexure – 1.

Reputation and respectability that the Tata Group of Companies enjoy nationally and internationally, have been built through adoption of such a code of conduct and we are confident that your company will also desire to follow similar code to achieve similar success.

Please confirm your acceptance to abide by this code of conduct for our mutual benefit. In case you are already following a similar code. Please furnish us a copy of that code of conduct.

We will be pleased to discuss the subject with you or your representative and explain the essence of Tata Code of Conduct, if you so desire.

We look forward to your early confirmation in this regards.

With regards

Yours sincerely,

HOD(Procurement)

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Annexure-I

ISSUE PERTAINING TO CODE OF CONDUCT FOR SUPPLIERS

- **Not to take recourse to any unethical behavior (implicit or explicit) with any Tisco employee for the purpose of obtaining**
 - ✓ **An order or**
 - ✓ **Any information that may have a favorable financial impact on the vendor**
- **To report any discrimination that is being practiced against him by any Tisco employee of either.**
 - ✓ **Denying him an opportunity of participating in fair & free competition or**
 - ✓ **Charging him with act(s) of misdemeanor that has not been perpetrated by him.**
- **Not to take advantage to any family / social / political connections in obtaining an order or enquiry. Merit being the sole attribute for association with Tisco.**
- **Ensure compliance of all governmental norms on pollution, Minimum Wages Act, Child Labour, Health & Safety etc.**
- **To desist from unfair trade practices with its competitors, who are also suppliers to Tisco. No attempt to be made to unfairly discolour the reputation of such suppliers in the perception of Tisco.**
- **Violation of any of the above stipulations would be dealt with firmly.**

Signature

Name of Signatory:



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Electronic Payment (RTGS/NEFT) Application Format

Procurement Division
ISWP Ltd.(A Subsidiary of Tata Steel Ltd)
PO Indranagar, Jamshedpur,
Jharkhand-831008

Dear Sir,
Re: **Bank Account details for RTGS/NEFT Transaction**

Payment due to us for services provided/supplies made to ISWP Ltd. may please be credited to our Bank Account as detailed below :-

Beneficiary Details:

Beneficiary Name	
Bank Account No.	
Bank's Name	
Branch Name	
Branch Complete Address	
Account Type	
NEFT/RTGS Code of Bank Branch	
Vendor Code	
E-mail id	
PAN No.	

Declaration:

I/We hereby certify that I/We am/are the sole proprietor/partners/authorized representative of the company. In case of any false declaration made above ISWP Ltd. will not be liable to any of the parties.

Note:

In case of partnership firm all the partners are required to sign on this declaration.

In case of any falsification, ISWP Ltd. will not be liable to any of the partners.

Date and Seal of the Company

Name and Signature of Proprietor / All Partners /
Director or authorized representative (in case of
Ltd. Company)

Bank Account no and signature of the Account Holder is certified

Signature (authorized person) and seal/stamp of the Bank

Encl.:

Pls. also attach one cancelled cheque in original.

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ACKNOWLEDGEMENT

I acknowledge that I have received the **Tata Code of Conduct - 2015**.

I have read **TCOC** and acknowledge that as a business partner, I shall comply with the guidelines.

If there is a violation or potential violation of the Tata Code of Conduct, I understand that there are channels for reportage of such concerns. By making use of these channels, when necessary I shall play my part in maintaining the high ethical standards to which we hold ourself.

Signature with Official Seal.....

Name of the representative.....

Designation

Name of the firm

Address

.....

Note: For details about the TCOC(Tata Code of Conduct) please click on the below link.

http://www.iswp.co.in/home/pdf/TCoC_2015__1_.pdf