



DOC: ISWP/PUR/02  
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Rev '00'

**Registration  
&  
Vendor Assessment Book  
FOR  
MANUFACTURER/OEM  
TO  
I S W P**



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

**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.**



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

**Name of Vendor:**

**1) GENERAL INFORMATION**

**1.1) Products (List)**

**a) Standard**

**b) Customized**

**1.2) Year of Incorporation**

**1.3) Registration No's**

**a) GSTIN** : \_\_\_\_\_

**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) Small Scale Industries** : \_\_\_\_\_



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

j) Factory License : \_\_\_\_\_

k) Permanent Account No (PAN) : \_\_\_\_\_

l) Importer's code No : \_\_\_\_\_

m) \* MSMED Registration No. : \_\_\_\_\_ Valid upto \_\_\_\_\_

n) Service tax registration no. : \_\_\_\_\_

## 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** : \_\_\_\_\_



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

\_\_\_\_\_  
\_\_\_\_\_  
**Telephone** : \_\_\_\_\_  
**Fax No** : \_\_\_\_\_  
**Mobile No** : \_\_\_\_\_  
**E Mail ID** : \_\_\_\_\_

**3) Status/Constitution of the Firm**

**3.1)Type of Firm**

**Public Ltd. Company** ☐  
**Private Ltd. Company** ☐  
**Partnership** ☐  
**Proprietorship** ☐

**3.2) Owners/Board of Directors/Senior Executives**

| Name | Designation | Tel/Fax No. | Mobile No. | Email |
|------|-------------|-------------|------------|-------|
|      |             |             |            |       |
|      |             |             |            |       |
|      |             |             |            |       |
|      |             |             |            |       |



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

#### 4) Plant Details

##### Plant 1

**Products Manufactured** : \_\_\_\_\_

\_\_\_\_\_

**No of skilled workmen** : \_\_\_\_\_

**No of unskilled workmen** : \_\_\_\_\_

**No. of Sub-Contractor's workers:** \_\_\_\_\_

#### 5) Systems & Regulatory Norms

**a) Quality Systems/Standard** YES ☐ NO ☐

(Give a brief description of the quality system)

**b) Compliance to Factories act** YES ☐ NO ☐

#### 6) \* Financial Data (Mandatory)

##### 6.1) 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 |
|-------------------------|----|------|------|------|
| <b>Turn Over</b>        |    |      |      |      |
| <b>Expenses</b>         |    |      |      |      |
| <b>Operating Profit</b> |    |      |      |      |
| <b>Net Profit</b>       |    |      |      |      |
| <b>Men on roll</b>      |    |      |      |      |



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

|               |  |  |  |  |
|---------------|--|--|--|--|
| a) Manager    |  |  |  |  |
| b) Supervisor |  |  |  |  |
| c) Labour     |  |  |  |  |

**6.2) Bank details :**

**Name of A/c Holder :** \_\_\_\_\_

**Account No. :** \_\_\_\_\_

**Branch Name & Address :** \_\_\_\_\_

**IFS Code :** \_\_\_\_\_

**Inbound Logistic**

**7.1) Raw Material**

**Name of Key Raw Material**

| Name | Proportion of Buy | Supplier Name | Contact Person | Phone/Mobile No. | % of Total Cost |
|------|-------------------|---------------|----------------|------------------|-----------------|
|      |                   |               |                |                  |                 |
|      |                   |               |                |                  |                 |
|      |                   |               |                |                  |                 |
|      |                   |               |                |                  |                 |
|      |                   |               |                |                  |                 |

**8) Planning Process**

**8.1) Is your planning process supported by ERP System**

**(BAAN / SAP / ....)**

**YES** ☐

**NO** ☐

(if "Yes", Please give details)

\_\_\_\_\_



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

**8.2) Lead time (Planning to Delivery)**

**i) Min Lead time**

**ii) Max Lead time**

**8.3) Do you have a System to handle Rush Orders**

**YES** ☐

**NO** ☐

(if "Yes", Please give details)

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**9) Packaging**

**i) Type**

**a) Standard**

**b) Customized**

**ii) Is Container stuffing possible** **Y/N**

**Do you conduct Pre dispatch inspection** **Y/N**

**iii) Packaging Cost** **Rs/T\***

**Inhouse Rs.**

**Outsourced Rs**

\*Commonly used unit



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

**10) Service Level**

**i) Service level (Average in days)**

|                          | CY | CY-1 | CY-2 |
|--------------------------|----|------|------|
| <b>For Key Customers</b> |    |      |      |
| <b>For Rush Orders</b>   |    |      |      |

**ii) Mention the Parameters to measure compliance**

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**11) IT/ Automation System Employed**

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



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

**12) 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 |
|----------|-----------------|---|-------------------------|----------|-------|
|          |                 |   |                         |          |       |
|          |                 |   |                         |          |       |
|          |                 |   |                         |          |       |
|          |                 |   |                         |          |       |

**13) 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 \_\_\_\_\_

\_\_\_\_\_



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Wef: 19/08/2005  
Rev '00'

**d) No of Warranty Claims (Last 2 Years)** \_\_\_\_\_

\_\_\_\_\_

**14) Inspection & Testing**

**14.1)**

**a) What are your Key Equipments**

**b) Inspection System (briefly describe)**

**i. In process**

\_\_\_\_\_  
\_\_\_\_\_

**ii. Final**

\_\_\_\_\_  
\_\_\_\_\_

**iv. Inhouse / Outsourced**

\_\_\_\_\_  
\_\_\_\_\_



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

**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: ISWP 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 in 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 issue 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)**



**Annexure-I**

DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

**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:**

**Name of the Vendor:**

**Date:**

**ISWP**



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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:

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

**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.**



DOC: ISWP/PUR/02  
Wef: 19/08/2005  
Rev '00'

## **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](http://www.iswp.co.in/home/pdf/TCOC_2015__1_.pdf)