

**Fluid Control Research Institute**  
An ISO 9001 Establishment  
(A Government of India Project with UNDP Assistance)  
Under Ministry of Heavy Industries & Public Enterprises  
Kanjikode West, Palakkad – 678 623, Kerala India

V.R Form No. ....

**IMPORTANT INSTRUCTIONS**

1. Validity of the V.R. FORM is 1 YEAR from the date of issue.
2. The V.R. Form is to be completed in all respects. If any item is not relevant, please write “Not Applicable”.
3. Submission of incomplete application/short receipt of documents shall be sufficient cause for outright rejection and no further correspondence shall be entertained.
4. Physical verification of facilities as well as statements made/submitted will be carried out as necessary. Misinformation, if any, will made the registration liable to be cancelled.
5. Quote V.R. Form No. in all future correspondences.
6. Enclose all relevant documents.
7. Do not enclose any other document unless specially asked for.
8. Each page of the V.R. Form to be duly signed at the bottom.

**FOR OFFICE USE ONLY**

M.R No. ....

V.R. Form No. ....

Date .....

Date of issue of V.R. Form .....

V.R. Form issued to .....

Name & Address .....

.....  
.....

V.R. Form issued by .....

Designation .....

V.R. Form Received by .....

Name .....

Signature & Date .....

Designation .....

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**VENDOR REGISTRATION FORM FOR MANUFACTURER**

1. Name of the Organisation : .....  
 (in full, in Block letters)
2. List of products for which the registration : .....  
 is sought
3. Name & Telephone No. of contact person : .....
4. (a) Head Office/Registered Office/Address : .....  
 Telephone No. ....  
 Fax No. ....
- (b) Branch Office in Kerala, if any Address : .....  
 Telephone No. ....  
 Fax No. ....
- (c) Works/Factory/Address : .....  
 Telephone No. ....  
 Fax No. ....
5. Name of Chief Executive/Proprietor/Partners : .....  
 Telephone No. ....  
 Fax No. ....
6. Type of Organisation : Documents to be enclosed
- |                                   |                                 |
|-----------------------------------|---------------------------------|
| (Strike out those not applicable) | (Enclosure – I)                 |
| a) Proprietary                    | Trade License                   |
| b) Partnership                    | Partnership Deed, Trade License |
| c) Private Limited Company )      | Memorandum of Article           |
| d) Public Limited Company )       | Certificate of Registration     |
| e) Public Sector )                | Trade License                   |

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 Signature of Vendor

7. Are you a SSI/NSIC Industry ? Yes/No.  
Enclosure – 2
8. Organisation Structure No. of Employees (Total) Enclosure – 3
- a) Administrative .....
  - b) Technical/Supervisory .....
  - c) Skilled Workmen .....
  - d) Unskilled Workmen .....
9. Details of production facilities
- a) Covered Area .....
  - b) Uncovered area .....
  - c) Connected load in K.W .....
  - d) List of Plant & Machinery Enclosure - 4
10. Quality Assurance Plan Enclosure – 5 (Write up)
- a) List of instruments/equipments available to maintain quality Enclosure – 6
  - b) Have you obtained ISO 9000 certification ?  
If yes, enclosed copy Yes/No.  
Enclosure – 7
  - c) Are you registered with the Classification societies ? If yes, specify and enclose copy of the certificate Yes/No  
Enclosure – 8
11. Performance
- Have you received orders from reputed organisation including FCRI ? If yes, enclose copies of order and performance report of three different organisations (one each) Yes/No  
Enclosure – 9
12. Last Tax Clearance certificate
- a) Income Tax Enclosure – 10
  - b) State Sales Tax Enclosure – 11
  - c) Central Sales Tax Enclosure – 12
13. Do you provide after Sales Service ? If no, mention your Service agent. (Copy of service agreement) Yes/No  
Enclosure – 13
14. Annual Turnover during last 3 years (Enclose Balance Sheet for last year) Enclosure – 14
- | Year                        | Turnover in Lakhs (Rs) |
|-----------------------------|------------------------|
| a) .....                    | .....                  |
| b) .....                    | .....                  |
| c) .....                    | .....                  |
| d) Current Year (estimated) | .....                  |

-----  
Signature of Vendor

## DECLARATION BY VENDOR

I confirm that

- 1) No employee or direct relation of any employee of FCRI. is in any way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- 2) The information furnished are correct to the best of my knowledge and belief.

.....  
(Signature of Proprietor/Partner/Chief Executive)\*

Name

(in Capital Letter)

Place : .....

Date : .....

(Seal of Vendor)

- Strike out those which are not applicable.

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### VENDOR REGISTRATION FORM FOR TRADER

1. Name of the Organisation : .....  
 (in full, in Block letters)
  
2. List of items for which the registration : .....  
 is sought
  
3. Name & Telephone No. of contact person : .....
  
4. (a) Head Office/Registered Office/Address : .....  
 Telephone No. ....  
 Fax No. ....
  
- (b) Branch Office in Kerala, if any Address : .....  
 Telephone No. ....  
 Fax No. ....
  
5. Name of Chief Executive/Proprietor/Partners : .....  
 Telephone No. ....  
 Fax No. ....
  
6. Type of Organisation Documents to be enclosed  
 (Strike out those not applicable) (Enclosure – I)

a) Proprietary	)	Trade License
b) Partnership	)	Partnership Deed, Trade License
c) Private Limited Company	)	Memorandum of Article
d) Public Limited Company	)	Certificate of Registration
e) Public Sector	)	Trade License

\_\_\_\_\_  
 Signature of Vendor

7. Do you have dealership of the items under Sl. No. 2 above. If yes, enclose valid dealership Certificate Yes/No. Enclosure – 2

8. Quality Assurance Plan

a) Does your Principle have obtained ISO 9000 certification ? If yes, enclosed copy Yes/No. Enclosure – 3

b) Are your registered with the Classification societies ? If yes, specify and enclose copy of the certificate Yes/No Enclosure – 4

9. Performance

Have you received orders from reputed organisation, including FCRI ? If yes, enclose copies of orders and performance report of three different organisations (one each) Enclosure - 5

10 Last Tax Clearance certificate

a) Income Tax Enclosure - 6  
b) State Sales Tax Enclosure – 7  
c) Central Sales Tax Enclosure - 8

11. Do you provide after Sales Service ? If no, mention your service agent. (copy of service agreement) Enclosure – 9

12. Do you undertake the responsibility to replace the defective items supplied by you ? Yes/No

13. Annual Turnover during last 3 years (Enclose Balance Sheet for last year) Enclosure – 10

Year	Turnover in Lakhs (Rs)
.....	.....
a) .....	.....
b) .....	.....
c) .....	.....
d) Current Year (estimated)	.....

-----  
Signature of Vendor

## DECLARATION BY VENDOR

I confirm that

- 1) No employee or direct relation of any employee of FCRI. is in any way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- 2) The information furnished are correct to the best of my knowledge and belief.

.....  
(Signature of Proprietor/Partner/Chief Executive)\*

Name

.....  
(in Capital Letter)

Place : .....

Date : .....

(Seal of Vendor)

- Strike out those which are not applicable.