

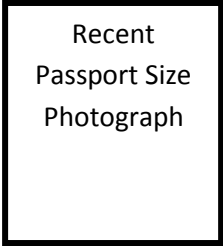
**APPLICATION FORM FOR REGISTRATION OF CONTRACTORS**  
**WITH HQANC, PORT BLAIR**

Instructions:-

1. Please read the attached instructions before filling the form.
2. **Incomplete Forms will not be processed. Please submit form alongwith supporting documents as per checklist (placed at end) in a well binded file/ folder. List of documents submitted to this HQ by firm/ Company, be mentioned on firm's letterhead.**
3. A checklist of documents required in support of the application is enclosed at the end of the form.
4. Please ensure original/ certified photocopies as applicable of all documents are submitted.
5. Some of the original copies may be required at the time of interview for scrutiny, which will be returned to you by the registering authority.
6. Some original documents will be held by the registering authority.
7. Individual firms are to enter their data in Part A-1.
8. Partnership firms to fill Part A-2.
9. Joint Venture Companies under Private or Public Sector to enter data in Part A-3.
10. State/ Central Co-Operatives the data is to be filled in Part A-4.
11. Part-B is to be filled as applicable to the type of organizations.
12. If the column/ rows in the forms are insufficient, the same may be modified by preparing your own sheet.
13. Providing other relevant details of your firm not sought hereunder is highly solicited.
14. In case of any changes subsequently in the information provided in the form, the same must be intimated to the registering authority immediately, failing which the applicant is liable to be removed from the approved list of Contractors.

Command Logistics Officer  
Headquarters Andaman & Nicobar Command  
Port Blair

**PART A-1: FOR INDIVIDUAL FIRMS**



1. Name

2. Father/  
Husband's Name

3. Date of Birth 



|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

4. Residential Address: -

|           |
|-----------|
|           |
|           |
| City/Town |
| State     |
| Pin       |

5. Office address: -

|           |
|-----------|
|           |
|           |
| City/Town |
| State     |
| Pin       |

6. Telephone Numbers (Including STD Code): -

|        |  |  |  |  |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|--|--|--|--|
| Office |  |  |  |  |  |  |  |  |  |  |  |
| Resi   |  |  |  |  |  |  |  |  |  |  |  |
| Mob    |  |  |  |  |  |  |  |  |  |  |  |
| Fax    |  |  |  |  |  |  |  |  |  |  |  |
| Other  |  |  |  |  |  |  |  |  |  |  |  |

7. E-Mail ID and Web Address: \_\_\_\_\_

8. PAN Card No :

9. Passport Details (if any) : Number \_\_\_\_\_  
 Issued by \_\_\_\_\_  
 Date of issue \_\_\_\_\_  
 Valid upto \_\_\_\_\_

## 10. Details of family members:-

| Ser No | Relation         | Name | Permanent address with PIN code | Business Details | Property Details |
|--------|------------------|------|---------------------------------|------------------|------------------|
| (a)    | Father           |      |                                 |                  |                  |
| (b)    | Mother           |      |                                 |                  |                  |
| (c)    | Spouse           |      |                                 |                  |                  |
| (d)    | Son/<br>daughter |      |                                 |                  |                  |
| (e)    | Son/<br>daughter |      |                                 |                  |                  |
| (f)    | Son/<br>daughter |      |                                 |                  |                  |

Date:

(Signature of applicant)

**PART A-2: FOR PARTNERSHIP FIRMS**

|  |
|--|
| Recent<br>Passport Size<br>Photograph of<br><br>Partner No 1 |
|--|

**Partner No 1**11. Name  
of Partner

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

12. Father/  
Husband's Name

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

13. Date of Birth

|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|
|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |
| D | D | M | M | Y | Y | Y | Y |  |  |  |  |  |  |  |  |  |  |  |  |

14. Office address: -

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| City/Town |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pin       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

15. Residential Address: -

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| City/Town |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pin       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

16. Telephone Numbers (Including STD Code): -

|        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Resi   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mob    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fax    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

17. E-Mail ID and Web Address: \_\_\_\_\_

18. PAN Card No

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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19. Passport Details  
(if any)

|   |               |       |
|---|---------------|-------|
| : | Number        | _____ |
|   | Issued by     | _____ |
|   | Date of issue | _____ |
|   | Valid upto    | _____ |

## 20. Details of family members:-

| Ser No | Relation         | Name | Permanent address with PIN code | Business Details | Property Details |
|--------|------------------|------|---------------------------------|------------------|------------------|
| (a)    | Father           |      |                                 |                  |                  |
| (b)    | Mother           |      |                                 |                  |                  |
| (c)    | Spouse           |      |                                 |                  |                  |
| (d)    | Son/<br>daughter |      |                                 |                  |                  |
| (e)    | Son/<br>daughter |      |                                 |                  |                  |
| (f)    | Son/<br>daughter |      |                                 |                  |                  |

Date :

(Signature of Partner No 1)

**Partner No 2**



21. Name of Partner 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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22. Father/Husband's Name 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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23. Date of Birth 

|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|--|
|   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D | D | M | M | Y | Y | Y | Y |  |  |  |  |  |  |  |  |  |  |  |  |  |

24. Office address: - 

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| City/Town |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pin       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

25. Residential Address: - 

|           |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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| City/Town |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| State     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Pin       |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

26. Telephone Numbers (Including STD Code): - 

|        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Office |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Resi   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mob    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fax    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

27. E-Mail ID and Web Address: \_\_\_\_\_

28. PAN Card No : 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

29. Passport Details (if any) : Number \_\_\_\_\_  
Issued by \_\_\_\_\_  
Date of issue \_\_\_\_\_  
Valid upto \_\_\_\_\_

## 30. Details of family members:-

| Ser No | Relation         | Name | Permanent address with PIN code | Business Details | Property Details |
|--------|------------------|------|---------------------------------|------------------|------------------|
| (a)    | Father           |      |                                 |                  |                  |
| (b)    | Mother           |      |                                 |                  |                  |
| (c)    | Spouse           |      |                                 |                  |                  |
| (d)    | Son/<br>daughter |      |                                 |                  |                  |
| (e)    | Son/<br>daughter |      |                                 |                  |                  |
| (f)    | Son/<br>daughter |      |                                 |                  |                  |

Date :

(Signature of Partner No 2)

**Partner No 3**



31. Name of Partner

32. Father/  
Husband's Name

33. Date of Birth 



|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

34. Office address: -

|           |
|-----------|
|           |
| City/Town |
| State     |
| Pin       |

35. Residential Address: -

|           |
|-----------|
|           |
| City/Town |
| State     |
| Pin       |

36. Telephone Numbers (Including STD Code): -

|        |  |  |  |  |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|--|--|--|--|
| Office |  |  |  |  |  |  |  |  |  |  |  |
| Resi   |  |  |  |  |  |  |  |  |  |  |  |
| Mob    |  |  |  |  |  |  |  |  |  |  |  |
| Fax    |  |  |  |  |  |  |  |  |  |  |  |
| Other  |  |  |  |  |  |  |  |  |  |  |  |

37. E-Mail ID and Web Address : \_\_\_\_\_

38. PAN Card No :

39. Passport Details (if any) : Number \_\_\_\_\_  
 Issued by \_\_\_\_\_  
 Date of issue \_\_\_\_\_  
 Valid upto \_\_\_\_\_



## 40. Details of family members:-

| Ser No | Relation         | Name | Permanent address with PIN code | Business Details | Property Details |
|--------|------------------|------|---------------------------------|------------------|------------------|
| (a)    | Father           |      |                                 |                  |                  |
| (b)    | Mother           |      |                                 |                  |                  |
| (c)    | Spouse           |      |                                 |                  |                  |
| (d)    | Son/<br>daughter |      |                                 |                  |                  |
| (e)    | Son/<br>daughter |      |                                 |                  |                  |
| (f)    | Son/<br>daughter |      |                                 |                  |                  |

Date :

(Signature of Partner No 3)

**PART B (1)****DETAILS OF FIRM: FOR INDIVIDUAL/ PARTNERSHIP FIRMS**

41. Name of the Firm/Company: \_\_\_\_\_
42. Firm/ Company/ Shop Registration No : \_\_\_\_\_
43. Registering Authority : \_\_\_\_\_
44. Statute under which Registered : \_\_\_\_\_  
(Indian Companies Act/ Indian Partnership Act)
45. Registration Done At : \_\_\_\_\_
46. Office address of the Firm/ Company: -

|           |
|-----------|
|           |
|           |
| City/Town |
| State     |
| Pin       |

47. Telephone Numbers (Including STD Code): -

|        |  |  |  |  |  |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|--|--|--|--|--|
| Office |  |  |  |  |  |  |  |  |  |  |  |  |
| Mob    |  |  |  |  |  |  |  |  |  |  |  |  |
| Fax    |  |  |  |  |  |  |  |  |  |  |  |  |
| Other  |  |  |  |  |  |  |  |  |  |  |  |  |

48. GSTIN No \_\_\_\_\_

Date :

(Signature of Proprietor/ Partner)

**PART B (2)****DETAILS OF FIRM FOR PRIVATE/ PUBLIC LIMITED COMPANIES**

49. Name of the Company: \_\_\_\_\_
50. Registered at: \_\_\_\_\_
51. Registering Authority: \_\_\_\_\_
52. Statute under which Registered: \_\_\_\_\_  
(Indian Companies Act)
53. Registration No: \_\_\_\_\_
54. Type of Industries: \_\_\_\_\_
55. Important Clients: \_\_\_\_\_
56. Address of Registered Office: -

|           |
|-----------|
|           |
|           |
| City/Town |
| State     |
| Pin       |

57. Telephone Numbers (Including STD Code): -

|        |  |  |  |  |  |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|--|--|--|--|--|
| Office |  |  |  |  |  |  |  |  |  |  |  |  |
| Mob    |  |  |  |  |  |  |  |  |  |  |  |  |
| Fax    |  |  |  |  |  |  |  |  |  |  |  |  |
| Other  |  |  |  |  |  |  |  |  |  |  |  |  |

58. Ownership details: \_\_\_\_\_  
(Equity/debt holding)
59. Number of Directors: \_\_\_\_\_
60. Name of the Managing Director: \_\_\_\_\_
61. Sale Tax/ TIN No: \_\_\_\_\_
62. Central Tax No: \_\_\_\_\_
63. VAT No : \_\_\_\_\_

Date :

(Signature of Managing Director)

**PART B (3)****DETAILS OF FIRM FOR CENTRAL/STATE CO-OPERATIVE**

66. Name of the Co-operative: \_\_\_\_\_
67. Registered at: \_\_\_\_\_
68. Registering Authority: \_\_\_\_\_
69. Statute under which Registered: \_\_\_\_\_  
(Co-Operative Societies Act)
70. Registration No: \_\_\_\_\_
71. Type of Sector: \_\_\_\_\_
72. Important Clients: \_\_\_\_\_
73. Address of Registered Office: -

|           |
|-----------|
|           |
|           |
| City/Town |
| State     |
| Pin       |

74. Telephone Numbers (Including STD Code): -

|        |  |  |  |  |  |  |  |  |  |  |  |  |
|--------|--|--|--|--|--|--|--|--|--|--|--|--|
| Office |  |  |  |  |  |  |  |  |  |  |  |  |
| Mob    |  |  |  |  |  |  |  |  |  |  |  |  |
| Fax    |  |  |  |  |  |  |  |  |  |  |  |  |
| Other  |  |  |  |  |  |  |  |  |  |  |  |  |

75. Ownership details: \_\_\_\_\_  
(Equity/debt co-operative members)
76. Number of Chairman: \_\_\_\_\_
77. Name of the Managing Director: \_\_\_\_\_
78. Sale Tax/ TIN No: \_\_\_\_\_
79. Central Tax No: \_\_\_\_\_
80. VAT No: \_\_\_\_\_

Date :

(Signature of Managing Director)

**PART C - BUSINESS DETAILS**81. Business Performance During Last 03 (Three) Years: -

| Financial Year | Type of Business | Organization Associated With | Turnover Rs | Profit before Tax (Rs) | Profit after Tax (Rs) |
|----------------|------------------|------------------------------|-------------|------------------------|-----------------------|
|                |                  |                              |             |                        |                       |
|                |                  |                              |             |                        |                       |
|                |                  |                              |             |                        |                       |

82. Are you on the list of approved contractors of any other authority? If yes specify the following: -

**Yes/No**

| Ser No | Name of Organization | Articles dealt with | Period of contract | Value of contract |
|--------|----------------------|---------------------|--------------------|-------------------|
| (a)    |                      |                     |                    |                   |
| (b)    |                      |                     |                    |                   |
| (c)    |                      |                     |                    |                   |

83. Are you already doing business with ASC under some other name? If yes specify the following: -

**Yes/No**

| Ser No | Name of firm | Comd | Stn | Articles being supplied | Period of contract | Value of contract | Self/ under power of attorney |
|--------|--------------|------|-----|-------------------------|--------------------|-------------------|-------------------------------|
| (a)    |              |      |     |                         |                    |                   |                               |
| (b)    |              |      |     |                         |                    |                   |                               |
| (c)    |              |      |     |                         |                    |                   |                               |

84. Were you, under this name or any other name, a partner of any firm, which may have been removed from the list of approved Government Contractors? If yes, specify the following: -

**Yes/No**

| Ser No | Name of firm | Regd with which Comd | Regn No | Date of Removal |
|--------|--------------|----------------------|---------|-----------------|
| (a)    |              |                      |         |                 |
| (b)    |              |                      |         |                 |
| (c)    |              |                      |         |                 |

85. Have you or any of your partners ever been removed / cashiered / dismissed from Government service on disciplinary grounds? If so, furnish details: -

**Yes/No**

| Ser No | Name of partner | Name of Firm | Organization from where removed / dismissed/ cashiered | Date |
|--------|-----------------|--------------|--|------|
| (a)    |                 |              |  |      |
| (b)    |                 |              |  |      |

86. Have you ever applied for Registration with ASC under this or any other name? If yes, specify the following: -

**Yes/No**

| Ser No | Yr of applying | Name of Firm | Command | Commodities applied for | Regn No, if allotted | Result of application |
|--------|----------------|--------------|---------|-------------------------|----------------------|-----------------------|
| (a)    |                |              |         |                         |                      |                       |
| (b)    |                |              |         |                         |                      |                       |

87. Have you operated any ASC contracts? If yes, specify the details: -

**Yes/No**

| Ser No | Year | Articles | Command | Stn(s) | Contract Value |
|--------|------|----------|---------|--------|----------------|
| (a)    |      |          |         |        |                |
| (b)    |      |          |         |        |                |

88. Articles in which the applicant usually deals and the length of applicant's experience in trade.

(a)

| Ser No | Articles | Experience |
|--------|----------|------------|
| (i)    |          |            |
| (ii)   |          |            |
| (iii)  |          |            |

- (b) Goods & services for the supply of which the firm wants to get registered.

| Sl No. | Service/Goods |
|--------|---------------|
|        |               |
|        |               |
|        |               |

89. Availability of Facilities (self owned/ leased/ packing/ storage facilities):  
(attach appropriate documents)

90. Excise Registration No.  
(If applicable, please specify if the product is exempted)

91. Copy of the IT return filed by the contractor/ firm duly received by the concerned IT Office/ Chartered accountant for the last three completed year: (Yes/ No)

92. Copy of registration/ licensed with the FSSAI : (Yes/ No)  
(Food Safety and Standards Authority of India), if applicable

93. Copy of AGMARK certification (if applicable): (Yes/ No)

94. Hazards Analysis Critical Control Point (HACCP) certificate  
OR certified for IS/ ISO 22000:2005 (if applicable):

(Yes/ No)

**PART D – FINANCIAL STATEMENTS**

95. Bank Account Details: -

|                        |  |  |  |  |  |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|--|--|--|--|--|
| Name of Bankers        |  |  |  |  |  |  |  |  |  |  |  |
| Name of Branch         |  |  |  |  |  |  |  |  |  |  |  |
| Bankers Code           |  |  |  |  |  |  |  |  |  |  |  |
| Account No             |  |  |  |  |  |  |  |  |  |  |  |
| Name of Account Holder |  |  |  |  |  |  |  |  |  |  |  |
| Type of Account        |  |  |  |  |  |  |  |  |  |  |  |

**(Para 96 to 98 is only applicable for firms registering for supply of Perishable Food Items)**

96. Type of Financial Instruments (FDRs) Held, if any: -

| Bank | In favour of | FDR No | Date | Value | Maturity Date |
|------|--------------|--------|------|-------|---------------|
|      |              |        |      |       |               |
|      |              |        |      |       |               |
|      |              |        |      |       |               |
|      |              |        |      |       |               |

97. Other Financial Instruments Equity/ Debt/ Loans (Sundry debtors), if any: -

| Type of instrument | Organization | Present face value | If pledged, please indicate details | Remarks |
|--------------------|--------------|--------------------|-------------------------------------|---------|
|                    |              |                    |                                     |         |
|                    |              |                    |                                     |         |
|                    |              |                    |                                     |         |
|                    |              |                    |                                     |         |

98. Immovable Property.

|        |                                      |                                    |
|--------|--------------------------------------|------------------------------------|
| (i)    | Address                              |                                    |
|        |                                      |                                    |
|        |                                      |                                    |
| (ii)   | Location (Attach Schedules)          |                                    |
| (iii)  | Owners Name                          |                                    |
| (iv)   | Obtained through                     | Gift/Inherited/<br>Purchased/Other |
| (v)    | Registering authority                |                                    |
| (vi)   | Date of Registration                 |                                    |
| (vii)  | Value as per Govt approved evaluator |                                    |
| (viii) | Date of evaluation                   |                                    |

|      |                         |  |
|------|-------------------------|--|
| (ix) | Encumbrance Certificate |  |
| (x)  | Financed/Self owned     |  |



**Note:** (i) Schedule of Property showing the location, valuation and encumbrance certificate in original duly registered with the Executive Magistrate/Notary in original along with two photocopies are required to be attached.

(ii) For every additional properties attached separate sheets along with supporting documents.

99. Capital Invested in Business (excluding above details):-

- (i) Type of Business \_\_\_\_\_  
 (ii) Capital Invested \_\_\_\_\_

100. Amount Willing to Invest for Contracts

- (a) For Perishable Food Items :- Rs \_\_\_\_\_ per month  
 (b) For all other contracts :- Rs \_\_\_\_\_ per month  
 (c) Total (a + b) :- Rs \_\_\_\_\_ per month

**Note:-** (i) Amount declared at Para 100 (c) above should be the total amount, the applicant wishes to invest at anyone time.

(ii) The firm interested in registering and participating in contract for Perishable Food Items will have to pledge FDR in favour of CDA (IDS), New Delhi to HQANC or Mortgage Immovable Property of equivalent amount in favour of Govt of India for the above amount (i.e. amount mentioned in Para 100 (a)) for enlistment. The said amount will be multiplied by 24 and will form the basis for fixing the CCC (Contract Carrying Capacity) for carrying out contract for Perishable Food Items only. **(APPLICABLE ONLY FOR FIRMS APPLYING FOR SUPPLY OF PERISHABLE FOOD ITEMS)**

(iii) The firm will also have to pledge additional FDR amounting to 0.2% of CCC. **(APPLICABLE ONLY FOR FIRMS APPLYING FOR SUPPLY OF PERISHABLE FOOD ITEMS)**

(iv) The registration of firm with HQANC for supply of Perishable Food Items will be for 05 (Five) years and the above FDRs will be held with HQANC for 06 (six) years. **(APPLICABLE ONLY FOR FIRMS APPLYING FOR SUPPLY OF PERISHABLE FOOD ITEMS)**

(v) Firms registering for supply of items other than Perishable Food Items (amount mentioned at Para 100 (b)) do not have to pledge FDR or Mortgage Immovable Property for enlistment and their registration with HQANC will be valid for 03 (three) years only.

**DECLARATION TO BE MADE BY THE APPLICANT/ FIRM**

101. In Case of an Individual.

“I, \_\_\_\_\_ (name of the individual), do hereby declare that the entries made in the application form are true to the best of my knowledge”.

Station : \_\_\_\_\_ (Signature of Applicant)  
Dated :

102. In Case of a Firm.

“We, \_\_\_\_\_,  
(Name of partners/proprietors or share holders), do hereby declare that the entries made in this application form are true to the best of our knowledge, and also that we shall be bound by the acts of our duly constituted attorney, Mr \_\_\_\_\_ who has signed this application, and of any other person who in future may be appointed by us to carry on the business of the concern whether an intimation of such change is given to the authorities or not”.

Station : \_\_\_\_\_ (Signature of Applicant)  
Dated :

**CERTIFICATE****In Case of an Individual.**

103. I certify that I am not doing business jointly/ conjointly and I am not a partner in any other firm on the approved list of contractors with HQANC. If I amalgamate my business with any other Contractor or firm after registration, intimation to this effect will be given by me to the officer concerned within 7 days.

Station : (Signature of applicant)

Dated :

or

**104. In Case of a Firm.**

(a) I/We am/are partner in the firm \_\_\_\_\_ registered with HQ \_\_\_\_\_ Command as an approved ASC Contractor for the supply of \_\_\_\_\_.

(b) I/We certify that I/We am/are neither working in any capacity, either paid or otherwise, for any other firm/individual on the approved list of ASC Contractors, nor I/We will take up such an assignment so long as I/We remain on the list of approved ASC Contractors.

(c) I/We clearly understand that if it should be found that I/We have given a false certificate or that I/We fail to notify the fact of my/our subsequent amalgamation with another Contractor or firm, my/our name will be removed from the list of approved Contractors, and any contract that I/We may be holding at the time is liable to be rescinded.

(d) In consideration of my/our being registered as approved ASC Contractor, I/We hereby agree that we shall not withdraw, amend or attach any condition or conditions to my/our tender(s) submitted to the military authorities before the date mentioned in the said tender(s) for acceptance, and if I/We do so, Government shall be entitled to forfeit my/our earnest money deposited along with the said tenders and remove me/us from the approved list of ASC Contractors, without prejudice to any other right or remedy of Government for such breach on my/our, part.

Station :

Dated :

(Signature(s) of Applicant(s))

**CERTIFICATE**

105. I/We understand that, as regards the articles for which I/We are eligible to tender from the date given in the first notice calling for such tenders, my/our registration will be subject to the following conditions, with which I/We agree, and my/our names will be liable to be removed from the list of approved contractors, if: -

- (a) On account of my/our performance report or other failures, my/our performance is found to be poor/below acceptable level.
- (b) I/We, by any unreasonable and baseless acts of commission or omission, impede, retard, delay or vitiate in any manner, the process of concluding a contract or operation of a contract.
- (c) I/We do not participate in any tendering activity for two consecutive years.
- (d) I/We fail to secure a contract during a period of three consecutive years.
- (e) I/We obtain tender forms for a contract but do not participate in the tender.
- (f) In four consecutive invitations to tenders, I/We quote obviously fictitious rates, which are twenty percent or more above the Reasonable Rates determined by the Panel of Officers assembled for conclusion of contracts.
- (g) I/We no longer have the technical staff or equipment considered necessary for execution of the contracts secured by me/us.
- (h) I/We violate any terms and conditions of the contract deed.
- (j) I/We am/are found to have made false declarations in my/our registration documents.
- (k) I/We am/are declared bankrupt or insolvent or my/our financial position has become unsound, and in case of a limited company, it is wound up or taken into liquidation.

Station:

(Signature of Applicant)

Dated:

**(Para 106 is only applicable for firms registering for supply of Perishable Food Items)**

**CERTIFICATE**

106. I/We understand that the FDR pledged or Mortgage Immovable Property by me/us in favour of the CDA (IDS), New Delhi as refundable fee for the purpose of registration will be forfeited to the Government in case my/our firm is removed/ suspended/banned by the Government. Also, the said FDR can also be utilized by HQANC for recovery of any dues outstanding in favour of the Government against my/our firm, in case I/we continuously refuse to pay those dues despite intimations.

Station :

(Signature of Applicant)

Dated :

**LIST OF DOCUMENTS TO BE ATTACHED IN ORIGINAL  
ALONG WITH A CERTIFIED TRUE COPY**

(Para (a),

| <b><u>Ser<br/>No</u></b> | <b><u>Documents Attached</u></b>  | <b><u>Original</u></b> | <b><u>Photo-<br/>copy</u></b> |
|--------------------------|---|------------------------|-------------------------------|
| (a)                      | Affidavit declaring movable/ immovable properties as per Format attached, duly attested from Executive Magistrate/ Notary. <b>(For Perishable Food Items)</b>   | <u>Yes/No</u>          | <u>Yes/No</u>                 |
| (b)                      | Two copies of passport size photographs of the sole proprietor/all partners of firm, as applicable, duly attested. (These are in addition to the copies pasted on the application form).  | <u>Yes/No</u>          | <u>Yes/No</u>                 |
| (c)                      | Affidavit declaring sole proprietorship of firm in original duly attested by a notary.  | <u>Yes/No</u>          | <u>Yes/No</u>                 |
| (d)                      | Partnership deed duly registered with Registrar of firms in original.   | <u>Yes/No</u>          | <u>Yes/No</u>                 |
| (e)                      | Photocopy of PAN duly attested along with a copy of the latest IT return filed by the contractor/firm duly receipted by the concerned Income Tax Office.  | <u>Yes/No</u>          | <u>Yes/No</u>                 |
| (f)                      | Copy of latest Wealth Tax return filed, in respect of all partners, duly acknowledged by Wealth Tax authorities. If the properties are exempted from Wealth Tax, an affidavit declaring exemption to assess from sole proprietor/all partners of firm as applicable. <b>(For Perishable Food Items)</b> | <u>Yes/No</u>          | <u>Yes/No</u>                 |
| (g)                      | Affidavit for three specimen signatures of the sole proprietor/all partners of firm as applicable in original duly attested from notary along with photographs.   | <u>Yes/No</u>          | <u>Yes/No</u>                 |

| <u>Ser No</u> | <u>Documents Attached</u>   | <u>Original</u> | <u>Photo-copy</u> |
|---------------|---|-----------------|-------------------|
| (h)           | Sale deed/ Registration papers of immovable properties declared by the firm/ partners. <b>(For Perishable Food Items)</b>   | <u>Yes/No</u>   | <u>Yes/No</u>     |
| (j)           | All FDRs and other financial documents/ certificates. <b>(For Perishable Food Items)</b>  | <u>Yes/No</u>   | <u>Yes/No</u>     |
| (k)           | Valuation report of immovable/movable properties in original from Government approved valuer along with photocopy of licence issued by Government in respect of the approved valuer. <b>(For Perishable Food Items)</b> | <u>Yes/No</u>   | <u>Yes/No</u>     |
| (l)           | Affidavit for declaring movable/ immovable properties free from all encumbrances and in possession from sole proprietor/all partners of firm duly attested from notary in original. <b>(For Perishable Food Items)</b>  | <u>Yes/No</u>   | <u>Yes/No</u>     |
| (m)           | Memorandum of Association/ Articles of Association in case of a Limited Company.  | <u>Yes/No</u>   | <u>Yes/No</u>     |
| (n)           | Latest audited final accounts statement along with annual report duly audited by Chartered Account in case of Pvt Ltd/ Public Sector Undertaking Companies.   | <u>Yes/No</u>   | <u>Yes/No</u>     |
| (o)           | Documentary evidence, if any, of experience in any other organization/ department.  | <u>Yes/No</u>   | <u>Yes/No</u>     |
| (p)           | Balance sheet of last two years vetted by chartered accountant.   | <u>Yes/No</u>   | <u>Yes/No</u>     |
| (q)           | General/ special power of attorney wherever applicable.   | <u>Yes/No</u>   | <u>Yes/No</u>     |

| <u>Ser</u><br><u>No</u> | <u>Documents Attached</u>                              | <u>Original</u> | <u>Photo-</u><br><u>copy</u> |
|-------------------------|--|-----------------|------------------------------|
| (r)                     | Bank statement of last two years for all bank accounts | <u>Yes/No</u>   | <u>Yes/No</u>                |

Total Documents:

Original : \_\_\_\_\_ Nos

Photocopy : \_\_\_\_\_ Nos

-----

Total : \_\_\_\_\_ Nos

-----

Station:

(Signature(s) of Applicant(s))

Dated:



**CHECK LIST FOR REGISTRATION OF FIRMS AT HQ ANC**

| <b>S No</b>  | <b>Documents Required</b>   |                           |                            |                           |             |              |  |  |  |  |  |  |
|--------------|---|---------------------------|----------------------------|---------------------------|-------------|--------------|--|--|--|--|--|--|
| 1            | Letter addressed to this HQ SSO (Contract & Victualling) Section for registration of firm in the letter head.   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 2            | Affidavit declaring movable/immovable proprieties as per format att, duly attested from Executive Magistrate/Notary (For Perishable items)  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 3            | Two copies of passport size photographs duly self attested by the firm.   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 4            | Affidavit declaring sole proprietorship of firm in original duly attested by a notary.  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 5            | Partnership deed duly registered with Registrar of firms in original  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 6            | Copy of PAN Card duly attested  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 7            | Copy of GSTIN   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 8            | Copy of Aadhar Card duly attested   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 9            | IT Returns of last three Financial Years  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 10           | Shop and Establishment Certificate.   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 11           | Bank statement for last three months.   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 12           | Balance sheet of last two years vetted by chartered accountant.   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 13           | Copy of FSSAI Certificate <b>(for Food items)</b>   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 14           | Affidavit for three specimen signatures of the sole proprietor /all partners of firm as applicable in original duly attested from Notary along with photographs.  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 15           | Sale deed/Registration papers of immovable proprieties declared by the firm/partners (For perishable food items)  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 16           | FDRs and other financial documents/certificates <b>(For perishable food items).</b>   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 17           | Valuation report of immovable /movable proprieties in original from Govt approved value along with photocopy of license issued by Govt in respect of the approved value (For perishable food items).  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 18           | Affidavit for declaring movable/ immovable properties free from all encumbrances and in possession from sole proprietor/all partners of firm duly attested from notary in original. <b>(For Perishable Food Items)</b>  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 19           | Memorandum of Association/ Articles of Association in case of a Limited Company.  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 20           | Latest audited final accounts statement along with annual report duly audited by Chartered Account in case of Pvt Ltd/ Public Sector Undertaking Companies.   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 21           | Documentary evidence, if any, of experience in any other organization/ department.  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 22           | General/ special power of attorney wherever applicable.   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 23           | Affidavit on Non-Judicial Stamp paper that neither firm nor its associate firm are blacklisted by any Govt organisation.  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 24           | copy of EPFO registration certificate <b>(For outsourcing contract)</b>   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 25           | Copy of labour license from Labour Commissioner office (For outsourcing contract).  |                           |                            |                           |             |              |  |  |  |  |  |  |
| 26           | Undertaking given for 'Code of Integrity' <b>(format attached at end)</b> in Non-Judicial Stamp paper endorsed by Notary.   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 27           | Latest Police Verification of Proprietors/ Partners of firm/ Company duly endorsed by Local Police Authorities <b>(Police verification should not be older than six months from date of submission of application form)</b>   |                           |                            |                           |             |              |  |  |  |  |  |  |
| 28           | Details of contract operated (if any) in HQ ANC or units under this HQ as per the following format :-   |                           |                            |                           |             |              |  |  |  |  |  |  |
|              | <table border="1"> <thead> <tr> <th><b>S No.</b></th> <th><b>Details of Contract</b></th> <th><b>Period of contract</b></th> <th><b>Unit</b></th> <th><b>Value</b></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | <b>S No.</b>              | <b>Details of Contract</b> | <b>Period of contract</b> | <b>Unit</b> | <b>Value</b> |  |  |  |  |  |  |
| <b>S No.</b> | <b>Details of Contract</b>  | <b>Period of contract</b> | <b>Unit</b>                | <b>Value</b>              |             |              |  |  |  |  |  |  |
|              |   |                           |                            |                           |             |              |  |  |  |  |  |  |

**FORMAT FOR****CODE OF INTEGRITY**

I, \_\_\_\_\_ (Proprietor's name) S/o \_\_\_\_\_  
Address \_\_\_\_\_ of \_\_\_\_\_ (firm's name)  
pledged by that, if on being registered with Headquarters Andaman & Nicobar Command  
shall act in accordance to the code which includes: -

- (i) Prohibition of
  - (a) Making offer, solicitation or acceptance of bribe, reward or gift of any material benefit, either directly or indirectly, in exchange for unfair advantage in the procurement process or to otherwise influence the procurement process.
  - (b) Any omission, or misrepresentation that may mislead to attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
  - (c) Any collusion, bid rigging or anti-competitive behavior that may impair transparency, fairness and the progress of procurement process.
  - (d) Improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process for personal gain.
  - (e) Any financial or business transactions between the bidder or any official of the procuring entity related to tender or execution process of contract, which can affect the decision of the procuring entity directly or indirectly.
  - (f) Any coercion or any threat to impair or harm directly or indirectly, any party or its property to influence the procurement process.
  - (g) Obstruction of any investigation or auditing of a procurement process.
  - (h) Making false declaration or providing false information for participation in a tender process or to secure a contract.
- (ii) Disclosure of conflict of interest.
- (iii) Disclosure by the bidder of any previous transgressions made in the respect of provisions of sub clause (i) with any entity in any country during last three years of being debarred by any other procuring entity.

