



S&T MINING

# Vendor Registration Form

Application form for Registration as Vendor at S&T Mining Company Private limited.

## **Important Instructions**

*Vendors interested to supply materials / services to S&T Mining Company Private Limited (S&T) may collect the Application Form for Registration as Vendor at S&T from its office or can download from our website: [www.stmining.com](http://www.stmining.com) . After duly filling up the form, Vendors are requested to submit the same to the Unit Head at Head Office. This would help S&T in getting basic information about the vendor & in making its own assessment before registering a vendor. Filling up of the form does not imply that the vendor has been registered. The standard registration procedure of S&T shall be followed by the vendor for registration, if found suitable.*

### **Note:-**

- 1. The hard copy of the form should be signed by Proprietor/ Partner / Director / Company Secretary with complete name designation & stamp and to be sent along with supporting documents as mentioned in form.*
- 2. Fill in complete details in all worksheets herein and one soft copy of the same must be sent through e-mail also.*
- 3. Enlistment of any firm is done entirely at the discretion of S&T Mining Company and S&T Mining Company reserves the right to reject any application without assigning any reason.*

Address Head Office:

S&T MINING COMPANY PRIVATE LIMITED  
1<sup>st</sup> FLOOR, TATA CENTRE,  
43, J.L.NEHRU ROAD,  
KOLKATA- 700071.

Mail id: [contactus@stmining.com](mailto:contactus@stmining.com)



# Vendor Registration Form

<b>A. BASIC INFORMATION</b>	
<b>CATEGORY</b> <i>(Tick the appropriate one)</i>	
<b>MANUFACTURER / AUTHORIZED DEALER / SERVICE PROVIDER / TRADER / IMPORTER</b>	
<b>Category of Items/Services for which registration desired/Major Product Category offered. (Please attach separately the credentials in details)</b>	
SUPPLIER'S / COMPANY'S NAME	
ADDRESS	
PROMOTERS	
CITY	
STATE	
PIN	
CONTACT PERSON NAME	
DESIGNATION	
MOBILE NO	
TELEPHONE NO	
FAX NO	
E-MAIL ID	
WEB SITE	
NATURE OF COMPANY: (PROP / PARTNERSHIP / PVT. LTD / PUBLIC LIMITED)	
LIST THE BRANCHES / LOCATIONS (IF ANY)	

<b>B. FINANCIAL INFORMATION</b>	
MAIN AREA OF ACTIVITY AND MAJOR PRODUCTS	
MANUFACTURED / TRADED	
YEAR OF INC./ IN BUSINESS SINCE :	



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PAN NO				
ANNUAL TURNOVER (RS. LACS) LAST 3 YRS:	YEAR 1		AMOUNT	
	YEAR 2		AMOUNT	
	YEAR 3		AMOUNT	
PROFIT / LOSS (RS. LACS) LAST 3 YRS :	YEAR 1		AMOUNT	
	YEAR 2		AMOUNT	
	YEAR 3		AMOUNT	
REGISTRATION NO (Concessional amount of % if applicable)	REGISTRATION NO			AMOUNT OF % APPLICABLE
EXCISE				%
CST				%
VAT				%
SERVICE TAX				%
TIN (STATE / CENTRAL)				%
OTHER TAXES & DUTIES				%
PF No.(Applicable for service providers related to labor oriented jobs)				
ESI No.(Applicable for service providers related to labor oriented jobs)				
<i>Name &amp; Address of your Bankers &amp; account no.s</i>				
REGD UNDER MICRO / SMALL / MEDIUM ENTERPRISES,	Y/N		CAT.IF-Y	
Trade License No.				

### C. PLANT/MACHINERY DETAILS

CAPACITY OF THE PLANT - <i>Category wise production capacity</i>	
DETAILS OF MACHINERY ( <i>with capacity, year of purchase &amp; make</i> ) (IF REQUIRED, PL ATTACH SAPARATE SHEET)	
QUALITY / BS / EN / ISO	



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CERTIFICATIONS	
QUALITY CERTIFICATION / REGISTRATION (IF ANY) WITH No.s	
TECHNICAL COLLABORATIONS, IF ANY	

<b>D. MAJOR ACTIVE CUSTOMERS</b>				
CUSTOMER NAME / CITY / CONTACT PERSON NAME / PHONE / E-MAIL	TURNOVER WITH CUSTOMER	PERIOD	GLOBAL / DOMESTIC	Goods/Services Supplied

<b>E. HEALTH &amp; SAFETY (MANDATORY FIELD FOR SERVICE PROVIDERS / CONTRACOTRS)</b>				
HEALTH & SAFETY POLICY (Attach Copy)				
LAST 3 YEARS ACCIDENT STATISTICS		Y1	Y2	Y3
	FATALITIES			
	REPORTABLE ACCIDENTS			
H&S OBJECTIVES				
DETAILS ON H&S MANAGEMENT SYSTEM				
SAFETY ORGANIZATION				
COMPETENCY OF PEOPLE / EXPERIENCE (Educational Qualification and Experience in years.				
SPECIFIC SAFETY TRAINING IMPARTED TO THE EMPLOYEES				
FREQUENCY OF H&S TRAINING CONDUCTED				



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<b>F. ENVIRONMENT</b>	
ENVIRONMENTAL ISSUES	
DOES YOUR COMPANY HAVE A FORMAL ENVIRONMENTAL POLICY?	
HAS YOUR COMPANY HAD ANY ENVIRONMENTAL VIOLATIONS AS PER STATUTES/LAWS/GOVT NORMS?	
DO YOU CURRENTLY HAVE REGISTRATION OR CERTIFICATION TO ISO 14001?	
IF YES, HAS ONE INDIVIDUAL BEEN APPOINTED WITH RESPONSIBILITY FOR ENVIRONMENTAL ISSUES, IF SO, WHO?	

<b>QUESTIONNAIRE COMPLETED BY (NAME &amp; SIGNATURE)</b>	
<b>DESIGNATION</b>	

**(This needs to be signed by responsible personnel of company/organization)**

<b>PLEASE ATTACH THE FOLLOWING: -</b>
REGISTRATION CERTIFICATION OF COMPANY / FIRM MoA & AoA, wherever applicable
<b><u>XEROX OF REGISTRATION CERTIFICATES :</u></b> EXCISE SERVICE TAX SALES TAX VAT PAN CARD P.F REGISTRATION ESIC REGISTRATION CONTRACT LABOUR LICENSE NO SHOPS & ESTABLISHMENT LICENCE FACTORY LICENCE TRADE LICENCE  OTHERS, AS APPLICABLE  PLS. NOTE THAT LAST 2 RETURNS OF THE ABOVE REGISTRATION WILL ALSO BE REQUIRED ON CASE TO CASE BASIS.
BANKER'S CERTIFICATE FROM A NATIONALIZED / PRIVATE / FOREIGN BANK (CO OPERATIVE BANK CERTIFICATE WILL NOT BE ACCEPTED) STATING FINANCIAL PERFORMANCE, DEFAULT STATUS DURING LAST 24 MONTHS.
QUALITY / BS / EN / ISO CERTIFICATIONS



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DEALERSHIP CERTIFICATE <i>(if applicable)</i>
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QUALITY ASSURANCE PLAN
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