

VENDOR's E-mail :  
 TEL.NO. :  
 FAX NO. :

**VENDOR REGISTRATION FORM**

**A. GENERAL :**

1. Name of the Company :
2. Regd. Office and Address :  
 Telephone no. :  
 Gram :  
 E-mail/Fax nos. :
3. Branch Office & Address :  
 Telephone no. :  
 Gram :  
 E-mail/Fax nos :
4. Factory Address :  
 Telephone no. :  
 Gram :  
 E-mail/Fax nos :
5. Name & Address of Contact Person :  
 Telephone no. :  
 Gram :  
 E-mail/Fax nos :

6. Nature of Company/  
 (Please Tick Mark) :

Proprietorship	Partnership	Public Ltd.Co.	Private Ltd. Co.	Govt.Sector

7. a) Status of Company : Manufacturer/Mfgr.'s Agent/  
 (Strike off whatever Authorised Dealer / Stockist /  
 Trader /  
 is not applicable) Importer Indian Agent
- b) SSI / Medium / Large : (Attach SSI Certificate copy)

8. a) Items for which :  
Registration is sought
- b) Indicate if any of these :  
are covered under  
DGSD Rate Contract
- c) List of Items Manufactured :  
enclose Product Catalogue/  
Literatures.
9. List of Important Clients :  
(Photo copies of 5-10  
orders to be enclosed).
10. Annual Turnover for past :  
3 years (Attach a copy of last  
Audited accounts)
11. Capital Employed :
- B. TECHNICAL AND QUALITY**
12. Manufacturing Facilities :  
(Attach details of Equipments  
indicating Type, Capacity, Year  
of Manufacture etc. for all main  
equipments).
13. Are your products certified to BIS/ : Yes / No  
other National/International Stds.  
(Give Details).
14. Do you have ISO 9000 Certification: Yes / No  
for the line of Products offered.
15. Inspection, Measuring and :  
Testing Facilities :  
(Attach details of main equipment)
- If answer to Point.15 above is yes
- (a) Do you have a system of :  
Calibration for these equipments  
to National Standards : Yes / No
16. In case of Manufacturers, name :  
the Technical Collaborator, if any :

**C. COMMERCIAL :**

17. Your Banker's Name and Address :  
(Attach Solvency Certificate)
18. Have you been Assessed for Income Tax : Yes / No  
(Attach latest Income Tax clearance certificate)
19. CST / ST Registration No. and Date :
20. Do you have any Sister Concerns :  
If yes, for each one of item,  
indicate their
- (i) Name :
- (ii) Address :
- (iii) Phone / E-mail / Fax nos. :
- (iv) Range of Products :

n.b.

- For Contact persons postal addresses please refer to our [Disclaimer Certificate](#) on the “Tenders” page of our Web Site(<http://www.nalcoindia.com>).
- Vendor Registration Forms duly filled in along with Company profile, copies of Balance sheet and Profit & Loss account statement for past 3 years, details of past experience/involvement, details of major orders executed, etc. may be sent to the Materials Department of the [concerned Unit of NALCO](#) where the subject item is required. If the items are required by more than one Units of NALCO, separate applications may be sent to the concerned UNITS.
- [Address of Materials Deptt, Mines & Refinery Complex:](#)  
GM(Materials), M&R  
Alumina Refinery, Nalco, Damanjodi- 763008  
Odisha
- [Address of Materials Deptt, Smelter & Power Complex:](#)  
GM(Materials), S&P  
Smelter plant, Nalco Nagar, Angul- 759145  
Odisha

Registered Office and Corporate Headquarter :

National Aluminium Company Limited  
NALCO Bhavan, P - 1, Nayapalli, Bhubaneswar – 751 013, ORISSA, INDIA  
Phone(EPABX) : (91)- 674- 2301899 to 2301999(12 L ines)