

SCHEDULE OF CREDENTIALS
(For authorized dealers/distributors of manufacturer)

THE BRIHANMUMBAI ELECTRIC SUPPLY & TRANSPORT UNDERTAKING (Materials Management Department - Kussara)		
PROFORMA FOR FURNISHING INFORMATION BY AUTHORIZED DEALERS/DISTRIBUTORS		
1.	Name of the Firm & Address	:
2.	Address for correspondence	:
	Telephone No.:	Office :
		Godown :
		Factory :
	Telephonic Address:	
		Telex No.:
		Fax:
3.	Constitution of the Firm:	Govt./ Semi-Govt./ Public Ltd./ Pvt. Ltd./ Partnership /Proprietary
4.	Name of Office / Residential	:
	Address of Directors	:
	Partners/ Proprietors	:
	Tel. No.	:
5.	Directorship/Partnership in other firms.	:
6.	Name of Bankers & their Full address & Tel. No.	:
7.	Details of registration with SSI/NSIC/ Central & State Govt. Authorities/Semi-Govt. Authorities/ State Transport Undertaking /Reputed Public Ltd. & Pvt. Companies.	Please attach Xerox copies of the registration certificates
8.	Details of GST Registration with Govt. authorities	Please attach Xerox copies of the registration certificate.
9.	Area of the	
	a) Factory Premises	Sq.mtr./Sq.ft.
	b) Godown/Store	Sq.mtr./Sq.ft.
	c) Office	Sq.mtr./Sq.ft.
10.	Persons on Roll	
	a) Managerial	
	b) Clerical/ Office Staff	
	c) Helpers/Labours	
	e) Others	
11.	Items Supplied	Separate list may be attached.
12.	Are you Authorized Distributor of any of reputed manufacturers? If yes, furnish details.	Please upload scanned copies of valid Authorization Letters issued by various manufacturers, items manufactured/ supplied.

13.	Names of the reputed customers such as O/E Manufacturers/Govt./ Semi-Govt./Organization State Transport Undertakings/Reputed Public & Private Companies/Corporations.	List of scanned orders executed along with scanned copies of the same during the last 3 years with details viz. Name & address of the organization, material & quantity supplied and value of orders must be uploaded.
14.	Whether your products have been tested at Central Institute of Road Transport, Pune/ Central Power Research Institute, Bangalore/Electronic Research Development Association, Baroda / OR at any other Govt. recognized/reputed Institute/Laboratory.	Scanned copies of various recent Test Certificates be uploaded.
15.	Other information -	
	a) Approx. Annual Turnover (Last two Financial years)	Certified copies of the same by Chartered Accountant must be attached.
	b) Delivery Facilities available	
	c) Please furnish latest Xerox copies of-	
	i) Rent Receipt/monthly compensation receipt	
	ii) Electricity Bill	
	iii) Telephone Bill	
	iv) Income Tax Clearance Certificate/Advance Tax paid receipt.	
	v) Balance sheet/Annual report for last 2 Financial Years	
16	Any additional information not covered above	

Signature

**Director/Partner/Proprietor/Manager
(Seal of the firm)**