

**Annexure-A**

Dated: \_\_\_\_\_

The Senior Branch Manager  
The National Small Industries Corporation Limited  
Branch Office .....

**Sub.: Application for Enlistment under Consortia and Tender Marketing Scheme.**

Dear Sir,

I/We are engaged in manufacturing/providing service of..... I/We request you to kindly enlist our unit under the Consortia and Tender Marketing Scheme of the Corporation for participating in Govt. /private tenders on my/our behalf. I/We gone through the contents of the scheme and shall abide by the existing terms and conditions of the Scheme or as applicable from time to time.

I/We am/are enclosing the following documents along with application for enlistment under Tender Marketing Scheme for your examination and consideration.

1. A passport size photograph of each of the Proprietor/Partner/Director/Society office bearers along with residential proof.
2. Self-attested copy of G.P. Registration Certificate.
3. Power of Attorney (**Annexure – B**) /Board Resolution (**Annexure – C**)/ Society Resolution (**Annexure – H**) authorizing the Partner / Director / Executive to deal with NSIC for enlistment / tender participation and consortium formation;
4. Bank attested specimen signature of authorized persons.
5. Copies of recent supply orders.
6. Enlistment Fee

Kindly process our case and enlist us as an Associate unit for participation in the tenders on our behalf and execution thereof by us.

Thanking you,

Yours faithfully,

(Authorized Signatory)  
(Full Name & Designation)

**Enter GST Number of Applicant :****1. Particulars for the applicant unit:**

Name	Constitution	Year Estd.	Address & Tel. No. & E-mail	
			Factory	Regd. Office
			Ph:	Ph:

2. **SSI Registration No.**.....date..... Valid upto.....or  
**Entrepreneurs Memorandum No.**..... date.....

**3. No. & date of Sales Tax/ VAT Registration.**

CST No. ....Dated .....  
LST No..... Dated .....  
VAT No..... Dated .....  
TIN No.....Dated.....

**4. Details of Banker:**

Name of Bank	Address	Telephone No.	Account No.

5. Whether unit is located in a Backward area/ Hilly region/Others  
.....

6. Whether unit belongs to SC / ST / Women entrepreneur / Physically Handicapped / Ex-servicemen/Technocrat (**Tick Mark**):.

**7. Particulars of Proprietor/Partners/Directors/Executives:**

<b>Name</b>	<b>Father's/ Husband Name</b>	<b>Address</b>	<b>Qualification</b>	<b>Business Exp. (yrs.)</b>	<b>Tel &amp; Mobile</b>	<b>E-mail addresses</b>	<b>Net worth (Rs. In lacs)</b>

**8. Name & address of Sister Concerns:**

<b>Name and address of the concern</b>	<b>Name of the common Proprietor/Partners/ Directors</b>

**9. Line of activity:**

<b>Nature of project</b>	<b>Name of products being manufactured</b>

**10. i) Have you applied earlier to NSIC : Yes / No**

**ii) Details of assistance sanctioned earlier :**

<b>Name of the Scheme</b>	<b>Amount of assistance (Rs.)</b>	<b>Reference No. and date of sanction letter</b>	<b>Repayment position</b>	<b>Amount of default/ over dues, if any</b>

**11. Manufacturing Capacity:**

<b>Name of Machine</b>	<b>Installed capacity</b>	<b>Operational capacity</b>	<b>Present work load</b>

**12. Any other Information:**

Signature of Authorized Person  
(With official stamp)

## Annexure A-2

(The Following Details may be furnished if financial assistance is required from NSIC)

**1. Particulars of financial assistance already received or likely to be received from Banks/FI's :**

Name of Financial Institution/ Bank (with Address and Tel.)	Amount of assistance (Rs.)	Reference No. and date of sanction letter	Bank Account No.	Re-payment position	Amount of default/over dues, if any

**2. Details of Security proposed:**

**a) In case of Bank Guarantee :**

S.No.	Nature of security	Value (Rs.)	Name ,address & telephone No. of Issuing Bank

**b. Details of Personal Guarantees :**

Name & Address of Guarantors	Net worth/ Means (Rs.)

**3. Any other Information**

Signature of Authorized Person  
(With official stamp)

**(On stamp paper as per the local Act)**

(Power of attorney to be given by the partners for enlistment for participation in the tender on behalf of the firm.)

We,

1. .... S/o.Shri..... R/o.....  
2. .... S/o.Shri..... R/o.....  
3. ....S/o.Shri.....R/o.....Partners of \_\_\_\_\_do hereby appoint Sh ..... S/o Shri..... R/o....., a partner of the firm as our sole and lawful attorney to apply to the National Small Industries Corporation Limited, Branch Office ..... for enlistment for participation in the tender(s) on behalf and in the name of the firm individually or as Member of Consortium under its Consortia and Tender Marketing Scheme and for that purpose the firm do hereby authorize Sh..... S/o Sh....., partner of the firm to execute agreement/s, furnish documents/instruments/ security/guarantee and to do whatsoever in furtherance of the said objectives as may be required by the National Small Industries Corporation Limited/purchaser on behalf of the firm. Sh..... is further authorized to be the leader of the Consortium or to nominate any other authorized person of any member of the Consortium as leader to represent the firm for all purposes in relation to the participation and execution of tender(s)/order(s) through Consortium.

We hereby agree to ratify all such acts application, documents, deeds, and correspondence signed by the said attorney on behalf of the firm and all such documents, agreements and correspondence etc shall be binding on us as partner/s of the said firm.

First Partner  
(Signature)

Second Partner  
(Signature)

Third Partner  
(Signature)

Accepted

Power of Attorney  
(Signature)

Witnesses: 1.

2.

Date:  
Place:

**Annexure-C**

Ref.:

Dated:-

**(On Letter Head of the unit with common seal of the company)**

**(Specimen of Board Resolution to be passed by the Board of Directors in case of application by the Company)**

**Extracts of the Minutes of the Board Resolution dated \_\_\_\_\_ held at \_\_\_\_\_**

Resolved that the Company shall apply to National Small Industries Corporation Limited..... (Address) for enlistment for participation in the tender(s) on behalf and in the name of the company individually or as Member of Consortium under its Consortia and Tender Marketing Scheme and for that purpose the company do hereby authorize Sh..... S/o Sh....., a director of the company to execute agreement/s, furnish documents/instruments/ security/guarantee and to do other things whatsoever on behalf of the company as may be required by the National Small Industries Corporation Limited/purchaser for said purposes. Sh..... is further authorized to be the leader of the Consortium or to nominate any other authorized person of any member of the Consortium as leader to represent the company for all purposes in relation to the participation and execution of tender(s)/order(s) through consortium.

(Authorised Signatory)

(With common seal of the company)

**(On Letter Head of the unit)**

**(Specimen of Resolution to be passed by the Executive Members of Society)**

**Extract of Resolution of the Executive Members of Society dated \_\_\_\_\_ passed in its meeting held at \_\_\_\_\_**

Resolved that the Society shall apply to National Small Industries Corporation Limited..... (address) for enlistment for participation in the tender(s) on behalf and in the name of the Society individually or as Member of Consortium under its Consortia and Tender Marketing Scheme and for that purpose the Society do hereby authorize Sh..... S/o Sh....., a Executive of the Society to execute agreement/s, furnish documents/instruments/security/ guarantee and to do other things whatsoever on behalf of the Society as may be required by the National Small Industries Corporation Limited/purchaser for said purposes. Sh..... is further authorized to be the leader of the Consortium or to nominate any other authorized person of any member of the Consortium as leader to represent the Society for all purposes in relation to the participation and execution of tender(s)/order(s) through consortium.

(Signature of all Executive Members )