

**PROCEDURE FOR NEW VENDOR REGISTRATION/RENEWAL OF
REGISTRATION OF EXISTING SUPPLIERS**

1. The registration of suppliers with Supplyco for participating in E-Tender will be valid for a period of two years. The suppliers should renew the registration on completion of two years for further participation. All existing suppliers will be given a time of three months for renewal of their registration.
2. The new vendors should register through online in the website www.tenderwizard.com/KSCSC and upload the scanned documents before submitting the documents at Head Office for Registration.
3. Registration fee of ` 20,000/- (for renewal the fee is Rs.2000/-) to be remitted to Supplyco Bank Account and the transaction details to be submitted along with the documents to be submitted.
4. Copies of the following documents certified by a Notary in Kerala should be produced during registration/renewal of registration.
 - a) Certificate of incorporation (Articles of Association/Partnership deed/PAN card of the proprietor)
 - b) Details of all Directors and Partners (PAN card/Voters ID)
 - c) Certificates regarding production capacity of Mills (in the case of mills).
 - d) GST Registration Certificate
 - e) Audited accounts for the last three years
 - f) Auditors Certificate in respect of Commodities Produced/Traded for the last 3 Years.
 - g) GST return filed for the last year
 - h) Details of authorized persons (max 02 numbers) (PAN card/Voters ID/Passport and one photograph) to deal with Supplyco in what capacity.
 - i) FSSA license
 - j) Bank account/RTGS details
 - k) An **affidavit** in the format (**Annexure B**) to abide all the terms and conditions and rules of the Corporation and an assurance that he will not form part of any cartel to topple the interest of the Corporation.

NB: The bank details of Supplyco for the remittance of registration/renewal fee.

The Federal Bank Ltd.
A/C No.10580200017225
IFSC: FDRL0001058

In case application for new registration/re-registration is denied, the registration fee remitted will be refunded.

ANNEXURE B

AFFIDAVIT TO BE SIGNED BY THE VENDOR
(In Stamp paper of Rs.200/-)

I,swear or affirm.

1. That I am the Proprietor/Managing Partner/Owner of
.....
..... located in.....

2. That on (date) I entered in an agreement with Kerala State Civil Supplies Corporation for the supply of

3. I declare that I am the owner/proprietor of the company and am conducting the business for and on behalf of Sri.....

4. I have no connection with any of the firms/suppliers blacklisted by the Supplyco and no criminal case/complaint is pending against me or against my firm in any authorities/courts in India regarding the supply of food items.

5. In the event of disclosure of any connection with the blacklisted suppliers or any Binami of any of other blacklisted/debarred supplier of the Supplyco, Supplyco is free to take action against me under the provisions of Binami Transaction Prohibition Act 1988.

6. I will abide by the terms and conditions of the tender and ready to admit that the quantity once offered and the price once quoted would not be altered by me under any circumstances after the opening of tender and in the event of such circumstances I will be liable to indemnify Supplyco.

7. Any liabilities to Supplyco in connection with any binami/alleged binami transaction may be recovered from me with penal interest and penalty as per norms.

8. I will maintain absolute integrity to supply quality items as per Supplyco specifications and quality standards as laid down from time to time.

9. I will never supply sub –standard food items and thereby try to cheat Supplyco.

10. I will maintain absolute secrecy and confidentiality of rates while participating in the tender and I will never indulge my rates to competitors or suppliers listed with supplyco or any person connected with their affairs.

11. I will never collude with any of the other suppliers participating in the tender or any person in any way connected with Supplyco operations.

12. I will never rig the market or indulge any act to bring disruption to the operations of Supplyco in either procurement or transportation or supply of the items.

13. I will be faithful to the Supplyco and will make all possible efforts to supply the tender items, irrespective of market conditions and fluctuations. I will not shy away or shirk my responsibility in any adverse conditions.

14. I will not indulge in litigative or black mailing activities and thereby bring disrepute to the functioning or reputation of Supplyco.

15. I will never quote the tender items under any collusion or under influence of vested persons either directly or indirectly connected with Supplyco.

16. I will not indulge in any unholy nexus or collusion with Supplyco employees to get the quality of supply items approved or disapproved according to the interests.

17. I will not bring any external influence on Supplyco in any of my activities or any of the activities of Supplyco.

18. I will maintain absolute quality as per specification, whether the supplied items are from domestic market or imported from abroad.

19. I will take all necessary steps to ensure that the items supplied are neither contaminated nor spoiled during transportation.

20. I will not indulge in unethical practices while supplying items, like not having uniformity in quality of goods in all bags or supply different quality items by suppressing facts. The manipulation if any or in connivance with Supplyco staff (permanent/temporary) may be punished with blacklisting and subsequent criminal proceedings.

21. I will not use any prohibited substances in india or abroad in processing of food grains. I will not indulge in any unethical practices in processing of food items.

I SWEAR OR AFFIRM THAT THE ABOVE AND FOREGOING REPRESENTATIONS ARE TRUE AND CORRECT TO THE BEST OF MY INFORMATION, KNOWLEDGE AND BELIEF.

I, the undersigned Notary Public, do hereby affirm that Sri..... personally appeared before me on theday of20__ and signed.

Above affidavit as his free and voluntary act and deed.

Attested by Notary in Kerala