

GUJARAT COOPERATIVE MILK MARKETING FEDERATION LTD., ANAND
(PURCHASE DIVISION)

IMPORTANT: Before filling the form, carefully read the following instructions

1. We are only requesting the information regarding your product, infrastructure, services and financial strength, experience in the industry, etc. vide the enclosed form.
2. Providing information in the form does not constitute acceptance as an approved & registered vendor. Failure to enter all the mandatory information may result into rejection of the form. In the form, wherever attested copies of documents are sought, these are to be enclosed along with the form and must be self-attested, unless specified otherwise, with clearly visible rubber stamp of the firm.
3. The form is to be signed by Proprietor / Partner / Director / CEO / Company Secretary / Head of Administration (for foreign company's Indian Operation) only. Form signed by any other person will be rejected without any further correspondence. Rubber stamp with name & designation should be clearly visible.
4. This information will be retained with us and may/may not result in enlisting your firm in our list of regular suppliers. Enlistment of any firm is entirely at the discretion of GCMMF Ltd. Anand and GCMMF reserves the right to reject any application without assigning any reason thereof.
5. Before dispatch of the form and other documents, please ensure that all relevant documents are attached with the form, **preferably in a folder with proper index with page numbers /tagging**. Form with missing documents is likely to be rejected without any further correspondence.
6. After submission of form, it will be examined and if found suitable and complete in all respect, communication will be sent to you for further processing such as Capacity Assessment & Vendor Hygiene Inspection Visit, etc.
7. **Please fill the relevant information in all the given boxes. Do not leave it blank. In case of attachments, please mention the page no. of attachment at relevant place.**
8. Wherever "Not Applicable", please put "N.A.". Forms which are Incomplete, illegible, unsigned, or signed by unauthorised person and without e-mail address and phone numbers shall be rejected.
9. **Preferred language for official communication shall be English. Primary and preferred mode of communication shall be email followed by SMS or phone calls. Please provide email address and mobile number which are regularly used and monitored.**
10. Acceptance of *Data-On-Firm* form does not guarantee the receipt of notification for all applicable solicitation or invitation to offer *or* the award of any purchase contract *or* any invitation for bid *or* request for proposal *or* request for quotation.
11. The firms are requested to provide the Mandate Form for enabling e-payment with the form.
12. All Member Unions of GCMMF have implemented ISO standards. The firms are requested to comply with the ISO standards and provide requisite Information as and when required.
13. Annexure to be filled for different categories of suppliers.
 - A. For Veterinary Medicine Supplier
 - B. For Cattle-feed Raw Material Supplier
 - C. For Ingredients Supplier
14. The form duly filled in all respect need to be sent to the following address:

HEAD (PURCHASE)
GUJARAT CO-OP. MILK MARKETING FEDERATION LTD.
ANAND - 388 001, GUJARAT. INDIA

DATA ON FIRM

(To be filled in by Supplier)

Sr. No.	Name of the Items / Category of Products offered to GCMMF

If supplied to any MU of GCMMF (in past /currently), SAP Vendor Code: _____

1. Name of the Company / Firm

2. Please attach photographs of the Office/Factory/Units as an annexure.

.Address	Phone (STD Code - Phone No.)	Fax No.	Mobile No.	E-Mail	Website
Registered Office: _____ _____ _____ _____					
Corporate Office / Communication address: _____ _____ _____ _____					

3. Constitution of the firm: (Please tick)

Proprietorship	Partnership	LLP	Private Ltd. Co.	Public Ltd. Co.
Producer Co.	Society	Co-operative	PSU /Govt. UT	Others (Specify)

4. Primary Nature of Business (Please tick)

Manufacturing	Trading	Service	Importer	Consultant	Commission Agent
Autho. Agent / Dealer		Others (Specify)			

5. Chief Executive/Principal Officer & Contact Person for GCMMF

	Name	Designation	Education	Experience	Contact No. & personal e-mail address*
Owner/Proprietor Chairman/Chief Executive/ Principal Officer					
Contact Person					

*email address on which all communications (enquiry/operational matters) will be sent

Main occupation/business of the owner/promoters: _____

6. **In case of proprietorship:** Please enclose photocopy of any of the following attested by public Notary: Shops & Establishment Act Lic. /Udyog Aadhaar Registration Certificate or Affidavit by Proprietor indicating name & passport size photograph of proprietor along-with self-attested copies of Aadhar Card & PAN Card. Also give the names of all firms having the same proprietor.

7. **In case of Partnership Firm /LLP**

a) Whether it has been registered: Yes / No (*mandatory for LLP*)

b) If yes, provide certified extract from the Registrar of firm

Sr No	Name of Partners	Educational qualifications	Experience (In Years)	Partner/Director, in any other firm/ Company (with details)

Partnership deed (Photocopy of partnership deed attested by Public Notary).Also give the names of all firms having same partners.

8. **If Private/Public Limited Company, please provide CIN.:**

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(Please enclose copy of Memorandum of Association & Articles of Association along-with Certificate of Incorporation)

9. **Details of the Directors**

Sr No	Name of Director	DIN	Educational qualification	Experience No. of Yrs	Other firms in which having directorship

10. **Month/Year of incorporation of firm:**

M	M	Y	Y
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11. **Month/Year of commencement of Commercial Production /Business:**

M	M	Y	Y
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12. **Name of the Production In-charge** (with educational / technical background and exp. in the field):

13. **Name of the Quality Control In-charge** (with educational background and exp. in the field):

14. **Details of Plant / Factory :**(Please tick): Owned / Leased / Hired / Third Party

Please attach photographs of the Factory/Units as an annexure.

Location / Address of Factory (All sites)	Phone No.(O)	Fax No.	Mobile No.	E-Mail of the plant In-charge

Weekly Off of the factory & Holiday Calendar: _____
(in case any change in Weekly Off, please inform us immediately)

15. **Category of Industry as per MSMED Act, 2006** (*Please tick the appropriate box*).

<input type="checkbox"/> Micro	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Start-up

Are you a Micro / Small Enterprise? Please enclose Udyog Aadhaar (Memorandum & Acknowledgment) & EM-II certificate full set of photocopies duly attested by Public Notary. NSIC/ KVIC / KVIB / CB / DHH Certificate, if applicable, please submit photocopy duly attested.

16. PAN:

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(Attach self-attested copy)

17. GSTIN:

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(Attach copy of last GST return)

18. TAN:

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(Attach self-attested copy)

19. HSN Code of Product/s :

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20. GST Rate applicable : %

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21. PRODUCTION: Products/Items produced / processed / re-packed / assembled
(Please attach a Specification sheet & latest Certificate of Analysis (COA) for each product)

Sr. No.	Item Details	Size/ Packing/ Weight	Specification (FSSAI/BIS/ AGMARK/ISO etc.)	Annual Installed capacity	Avg. Production of last 3 years	Spare Capacity for AMUL

22. List of In-House Machineries

Name of Manufacturing Machine	Type/ Year of Mfg.	Company/ Make & Model No.	Size/ Capacity	No. of M/c	Special attachment

Printing facility (No. of colour printing which can be done)

Name of printing Machine	Type	Company/ Make & Model No.	Size / Capacity / Colour	No. of M/c	Special attachment

Equipment installed for Quality Control of raw material & finished goods

Name of Testing equipment	Type	Company/ Make & Model No.	Size/ Capacity	No. of M/c	Remarks
Metal Detector*					

*Metal Detector is mandatory. Please share all details of it.

Please attach the copies of all the relevant certificates/licences/approvals obtained for running the business. (Shops & Establishment Act License, Factory Act registration, State PCB Pollution NOC, PCB Reg No, PF/ ESI registration Certificate, Specific licences required for certain products, etc.). *FSSAI prescribes that the printing inks for use on food packages shall conform to IS 15495. Please attach the proof of the same.*

23. Are you ISO accredited? If yes, indicate for which facilities/ products/services? Please enclose valid ISO certificate (issued by NABCB accredited agency) self-attested copy.

Sr. No.	Facilities/Products/ Services	Version	Acquired on	Certifying Agency	Validity (Up to)
01.	ISO 9001				
02.	ISO 14000				
03	OHSAS 18001				
04	HACCP				
05	ISO 22000				
06	BRC				

Please attach the copy of "Process Flow Chart" as well as "Quality Assurance Plan" as well as SOP for defect-free delivery of materials.

24. Details of Manpower:

Sr. No.	Type of Manpower	No. of persons	Remarks
01	Managerial		
02	Staff		
03	Skilled Worker		
04	Unskilled/Casual labour		

25. Details of your major Raw Material/Input suppliers:

Sr. No.	Facilities/Products/ Services	Name of Supplier	Contact Person	E mail ID	Mobile No.

Please attach a copy of the MOU with manufacturer / suppliers of Key Raw Materials.

26. As to whether you have your own transport facility. If yes, please mention the details on type of vehicle/s, No. of Vehicles, Loading capacity, registration number etc.

Type of vehicle	No. of Vehicles	Loading capacity	Registration number

27. Last 3 years Turnover data: (It is mandatory to submit last 3 financial year Balance Sheet as well as P&L Statement of your firm duly certified by CA)

Sr. No	Financial Year	Turnover in Rs. (Lakhs)	Profit / Loss in Rs. (Lakhs)

28. Last 3 years' Production Detail:

Sr. No	Financial Year	Product/s	Production in Quantity

29. Inventory Details

- a) Average inventory of key raw materials: _____ (in quantity)
 _____ (in value)
- b) Storage space available for finished goods: _____ (in sq.ft)
 _____ (in no. of days production)

30. Are you registered on nProcure or GeM portal?

Portal Name	Category registered with	Product/Model registered	Remark

31. REFERENCES OF YOUR CUSTOMERS [Regarding performance of your supply],
 Please enclose photocopies of orders executed [Do not enclose enquiries received] during last 3 years for the top FIVE customers.

Name of Top Five Customers	Value of Business (Lacs Rs.)
1.	
2.	
3.	
4.	
5.	

32. MISCELLANEOUS DATA:

Address of Branch / Associated Firm / Sister Concerns	Telephone No.	Fax No.	E-mail

33. Details of the Bankers (Please attach a photocopy of cancelled cheque)

Sr. No.	Bank Name with Branch Address	IFSC Code	Type of Account	Account No.	SWIFT Code
Name of all Authorized Signatories					

34. Are you availing any financing facilities or working capital financing from a bank / financial institution? Please provide detail.

Sr. No.	Beneficiary name with Bank Branch Address	IFSC Code	Type of Account	Account No.	SWIFT Code

35. Latest Income-tax return acknowledgement no. (Please enclose copy): _____

36. Total Investment in Land / Plant / Machinery: Rs. _____

37. Land / Plant / Machinery / Stocks hypothecated with: _____
 (Name of the bank & branch address)

38.

Details of any notice served on the firm / owner / director by any statutory body during last 3 years	
Any pending lawsuit against the company / owner / partner / director currently going on in any court in India / abroad	
If blacklisted by any customer ever, please provide details.	

39.

Whether any of your (Directors' / Partners' / Owners' / Proprietor's or Key Personnel's) relative is employed with GCMMF or its Member Unions. If so, please give details	
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32.

Any other information considered relevant and useful	
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DECLARATION

1. We hereby certify that the information furnished above is correct and complete to the best of my knowledge. If, at any time, we are found to have concealed any material information or if the same is found incorrect or misleading, GCMMF reserves the right to cancel the registration/ RAL / Business and take any other suitable action as deemed fit without any notice or compensation.
2. Also, we undertake to inform you of any subsequent change in the above particulars regarding our business from time to time, to keep all information current.
3. We also undertake the responsibility that in no case we will employ any consultant to deal with GCMMF/ its member unions.
4. We also understand that sending of unsolicited samples, gifts, etc. are highly discouraged at GCMMF.
5. We agree to receive RFQ thru email and are willing to participate in Closed Tendering, e-tendering or Reverse Auction and submit EMD and/or Security Deposit as demanded by GCMMF.
6. We shall allow GCMMF or a third party authorized by GCMMF to visit and inspect our facilities for Infrastructure or Hygiene Audit, as & when required.

Name :
Designation :
Place :
Date :

Signature
& Seal of the Company

For the manufacturers of Veterinary Medicines, First Aid & Surgical Items

(If you are manufacturer of above items being used for field treatment of cattle, having In-house facility of Manufacturing, Testing, Research & Development etc. with minimum 5 years of experience in this line of business,)

1. Is your plant WHO GMP compliant? : _____
2. Is your plant EU GMP compliant? : _____
3. Is your plant FDA certified? : _____
4. Is your plant ISO accredited? : _____
5. Is your plant GLP accredited? : _____
6. Drug Licence No. : _____
(Pl. enclose copy of licence)

7. List of Veterinary Medicines /items

Sr. No.	Generic Name of drug / Item Description	Brand Name	Composition	For treatment/ Indication	Drug/ Product registered under (Allopathic/ Ayurvedic /Homeopathic) OR Ethnomedicine	Mfg. under OWN/ LOAN License	Pack Size (Primary) & Packing Material

Cattle-feed Raw Material Supplier

(If you are manufacturer/ trader of above items being used for manufacture of Cattle Feed; with minimum 3 years of experience in this line of business). please provide details for last 12 months

Sr. No.	Material	Turnover per Annum (Lacs Rs.)	Major Supplier/ Sourcing Area	Major Customers
1	BAJARA			
2	BARLEY			
3	BABUL CHUNI			
4	BENTONITE POWDER			
5	BROKEN RICE /KANKI			
6	BYPASS FAT			
7	CALCITE POWDER			
8	COCONUT EXTRACTION			
9	COCONUT OIL CAKE			
10	CORN DDGS			
11	COTTON SEED EXTRACTION (40%)			
12	COTTON SEED OIL CAKE			
13	D.O. RICE BRAN			
14	DAMAGED WHEAT			
15	DI CALCIUM PHOSPHATE (FEED GRADE)			
16	GRINDED SALT			
17	GROUND NUT EXTRACTION			
18	GROUND NUT SHELL POWDER			
19	GROUND NUT OIL CAKE			
20	GUAR BHARDO (55%)			
21	GUAR CHUNI (40%)			
22	JUWAR			
23	MAIZE			
24	MILLETS BRAN			
25	MINERAL MIXTURE			
26	MOLASSES			
27	MYCOTOXIN BINDER			
28	PALM KERNAL MEAL/EXTRACTION			
29	RAPESEED EXTRACT			
30	RAPESEED / MUSTARD OIL CAKE			
31	RICE POLISH FINE			
32	RICE POLISH FINE GRADE II			
33	RAW RICE BRAN			
34	R.P. FINE (20%)			
35	SALSEED EXTRACT			
36	SOYABEAN EXTRACTION			
37	WHEAT			
38	WHEAT BRAN			
39	UREA FOR INDUSTRIAL USE			
40	VITAMIN AD3E FOR CATTLE FEED			

Raw Material / Ingredient Supplier

*(If you are manufacturer/ importer / trader of above items being used for manufacture of food products; with **minimum 5 years of experience** in this line of business)*

Please attach the copies of the certificates from the below list. Add any other additional certificate, relevant for the product you are offering.

Sr. No	Certification/Licence/Membership	Issuing Authority	Issued on	Valid till
01	FSSAI			
02	BIS/ISI			
03	Halal India			
04	Halal (Indonesia/Malaysia)			
05	Non-GMO			
06	Organic (APEDA/NPOP/NOP)			
07	Vegetarian Origin			
08	Kosher			
09	USDA			
10	EU Standards			
11	VCS-IRMA			
12	Sedex Registration			
13	SQF Food Safety Code version 8			
14	Integrated Pesticide Management Program			

1. If you are an importer, please attach the Certificate of Authorization issued by the Principal Manufacturer to represent it in India.
2. Please provide allergen declaration for each product/production facility
3. Please attach a confirmation that the product/s offered are sourced/ prepared/ manufactured from vegetarian source only.
4. Please attach the list of Ingredients for each product offered to us, separately.
5. Please attach Technical Specification of the Metal Detector used for clearing the Incoming Raw Materials as well as Finished Products.