



ENKAY ENVIRO SERVICES PRIVATE LIMITED
92, HEERA NAGAR-A, NEAR SHALIMAR BAGH, AJMER ROAD, JAIPUR- 302021(Raj.)

QUALITY SYSTEM MANUAL
ISO 9001:2015
EESPL/ADM/F&F/022/001

IMPORTANT INSTRUCTIONS

1. The V.R. Form is to be completed in all respects. If any item is not relevant, please write "Not Applicable".
2. Physical verification of facilities as well as statements made/submitted will be carried out as necessary. Misinformation, if any, will make the registration liable to be cancelled.
3. Quote V.R. Form No. in all future correspondences.
4. Enclose all relevant documents.
5. Do not enclose any other document unless specially asked for.
6. Each page of the V.R. Form to be duly signed at the bottom.

FOR OFFICE USE ONLY

SR. No.

Date of issue of V.R. Form

V.R. Form issued to

Name & Address

.....
.....

V.R. Form issued by

Designation

Name

Signature & Date

V.R. Form received by

Designation

Name

Signature & Date

Prepared by:
V.P ADMN

Approved by:
CMD



Vendor Registration Form

S. No	Particulars	Details
1.	Name of the Organization (in full, in Block letters)	
2.	Type of Sub-contracting work for which registration is sought- A. Environmental Monitoring B. Printing Job C. Photocopy Work D. Annual Maintenance E. Rain Water Harvesting F. Others (specify) For Option „A“ specify whether Laboratory is: a. NABL b. GPL c. MoEF d. Govt. Approved	
3.	Name & Telephone No. of contact person	
4.	a) Head Office/ Registered Office Address, Telephone No. & Fax No. b). Branch Office Address(if any) with telephone no. and Fax No.	
5.	Name of Chief Executive/Proprietor/Partners	
6.	Type of Organization (Strike out those which are not applicable)	Documents to be enclosed (Enclosure - I)
	a)Proprietary	Trade License
	b)Partnership	Partnership Deed, Trade License.
	c)Private Limited Company	Memorandum of Article
	d)Public Limited Company	Certificate of Registration
	e)Public Sector	Trade License

Prepared by:

V.P ADMN

Approved by:

CMD



ENKAY ENVIRO SERVICES PRIVATE LIMITED
92, HEERA NAGAR-A, NEAR SHALIMAR BAGH, AJMER ROAD, JAIPUR- 302021(Raj.)

QUALITY SYSTEM MANUAL
ISO 9001:2015
EESPL/ADM/F&F/022/001

7.	Organization Structure No. of Employees (Total) a) Administrative b) Technical/Supervisory c) Skilled Workmen d) Unskilled Workmen	
8.	Do you have workshop/ laboratory facility? If yes, give details of Plant, Machinery & Equipment	Yes/No (Enclosure -2)
9.	Quality Assurance Plan a) Have you obtained ISO 9000 certification? b) Are you registered with the concerned technical Authorities/societies? If yes, specify and enclose copy of the certificate? c) Any other certification or accreditation, please specify?	(Write up) (Enclosure – 3) Yes/No. (Enclosure – 4) Yes/No (Enclosure – 5) Yes/No (Enclosure-6)
10.	Last Income Tax Clearance certificate	(Enclosure – 7)
11.	Registration details <ul style="list-style-type: none">• STATE• PAN No.• Service Tax No.	
12.	Annual Turnover during last 3 years (Enclose Balance Sheet for last year)	(Enclosure – 8)
13.	Performance Have you received orders from reputed organization? If yes, enclose copies of work order and subsequent feedback reports.	Yes/No (Enclosure – 9)
14.	Are your employees covered under General Insurance? What are the safety plans of your organization towards the safety of your employees?	Yes/No (Enclosure-10)

Seal & Signature of Vendor

Prepared by:
V.P ADMN

Approved by:
CMD



ENKAY ENVIRO SERVICES PRIVATE LIMITED
92, HEERA NAGAR-A, NEAR SHALIMAR BAGH, AJMER ROAD, JAIPUR- 302021(Raj.)

QUALITY SYSTEM MANUAL
ISO 9001:2015
EESPL/ADM/F&F/022/001

Terms & Conditions

- After vendor rating the vendor will treat all information concerning the project, business plans, corporate strategies, trade secrets, operations, records, costs, investments, finances, assets, technology or any other such information, whether in oral, written, or physical form, in confidence and limit its use as appropriate only towards the work assigned by Enkay Enviro Services. After the completion of the assignment, all such information will be reverted back to Enkay Enviro Services. Disclosure or subleasing of above mentioned information will make the registration liable to be cancelled.
- All professional liabilities towards the vendor and his/her entire team (including any accidents, disaster or calamity etc.) during the sub contract tenure will be borne by the vendor.

DECLARATION BY VENDOR

I confirm that

- i) No employee or direct relation of any employee of Enkay Enviro Services Pvt. Ltd. is in any way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Company.
- ii) The information furnished is correct to the best of my knowledge and belief.
- iii) I will treat all information concerning the project, business plans, corporate strategies, trade secrets, operations, records, costs, investments, finances, assets, technology or any other such information, whether in oral, written, or physical form, in confidence and limit its use as appropriate. Photocopy, scan or any other kind of duplication of the material provided will not be supported.

(Signature of Proprietor/Partner/Chief Executive)*

Name
(In Capital Letter)

Place:

Date:

(Seal of Vendor)

***Strike out those which is not applicable.**

Prepared by:

V.P ADMN

Approved by:

CMD