

Date:

From,

M/s.....

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To,

SMM/RWF

Sir,

Sub: Renewal of Vendor Registration

Ref: Vendor Registration No..... Supplier Code:

Please find enclosed copies of the following documents duly self attested. Please arrange to renew our Vendor Registration.

1	GST Certificate.
2	Profit and loss account and Balance sheet for the last 3 (Three) financial years.
3	MSME Udyam Certificate (Micro Small Medium enterprises) or DIC (District Industries Center) or valid NSIC(National Small Industries Corporation) certificate or DGS&D/RDSO Registration certificate if any.
4	Latest copy of Telephone bill and Current bill towards address proof.
5	Expansion of our product range. Documentary evidence enclosed for addition of Trade Groups.
6	IREPS (Indian Railway Electronic Procurement System) Registration particulars along with DSC (Class III) certificate details for participation in electronic procurement.
7	Performance statement alongwith copies of Purchase orders placed by reputed firms. (other than Railway/RWF).
8	Banker's confidential report i.e Solvency certificate regarding financial status issued by our banker in a sealed cover addressed to Dy.CMM, Stores department, Rail Wheel Factory, Yelahanka, BENGALURU -560064.
9	Valid ISO Certificate, (if any)
10	Current and valid Authorised Dealership Certificate (wherever necessary)
11	Change in the company constitution, if any.

Yours faithfully

(Signature & Name)
Seal of the company

Enclosures: