

**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 only by Proprietor / Partner / Director / CEO / Company Secretary / Head of Administration (for foreign company's Indian Operation). 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 application form, **preferably in a folder with proper index/tagging**. Form with incomplete documents is likely to be rejected and no further correspondence shall be entertained.
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. Wherever "Not Applicable" please put "N.A.". Forms which are Incomplete, illegible, unsigned, or signed by unauthorised person and without e-mail address shall be rejected. **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.**
8. 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.
9. The firms are requested to provide the Mandate Form for enabling e-payment with the form.
10. 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.
11. 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
11. 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**

## DATA ON FIRM

(To be filled in by Supplier)

Sr. No.	Name of the Item / Category of Products

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

1. **Name of the Company / Firm** \_\_\_\_\_

2. **Please attach a photograph of the Office/Factory/Units as 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	Others (Specify)	

4. **Primary Nature of Business (Please tick)**

Manufacturing	Trading	Service	Importer	Consultant	Commission Agent
Others (Specify)					

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

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

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

Main occupation/business of the owner/promoters: \_\_\_\_\_





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 Clearance, 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					

*Does your company catalogue or any other document claim for meeting the requirements of referred standard? Please provide details.*

**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 the last 3 years.

Name of 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

**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. Income tax clearance certificate No & date** (Please enclose copy) : \_\_\_\_\_

**36. Land / Plant / Machinery / Stocks hypothecated with:** \_\_\_\_\_  
 (Name of the bank & branch address)

37.

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, Pl. provide details.	

38.

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

32.

Any other information considered relevant and useful	
--	--

:

### DECLARATION

1. We certify that the information furnished above is correct and complete to the best of my/our knowledge and belief. 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 and take any other action as deemed fit without 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 Hygiene Audit, as & when required.

Name :  
Designation :  
Place :  
Date :

Signature  
& Seal of the Company



### **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	BENTONITE POWDER			
4	CALCITE POWDER			
5	COTTON SEED EXTRACTION (40%)			
6	D.O. RICE BRAN			
7	DAMAGED WHEAT			
8	DI CALCIUM PHOSPHATE (FEED GRADE)			
9	GRINDED SALT			
10	GROUND NUT SHELL POWDER			
11	GUAR BHARDO (55%)			
12	GUAR CHUNI (40%)			
13	JUWAR			
14	MAIZE			
15	MILLETS BRAN			
16	MINERAL MIXTURE			
17	MOLASSES			
18	MYCOTOXIN BINDER (CHARACTER: PURITY:100%)			
19	RAPESEED EXTRACT			
20	RICE POLISH,FINE			
21	RICE POLISH,FINE GRADE II			
22	RAW RICE BRAN			
23	R.P. FINE (20%)			
24	UREA FOR INDUSTRIAL USE			
25	VITAMIN AD3E FOR CATTLE FEED			
26	WHEAT			

### **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)*

1. 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			
07	Vegetarian Origin			
08	Kosher			
09	USDA			
10	EU Standards			
11	VCS-IRMA			
12	Sedex Registered			

2. If you are importer, please attach the Certificate of Authorization by the Principal Manufacturer to represent it in India.
3. Please provide allergen declaration for each product/production facility
4. Please attach a confirmation that the product/s offered are sourced/ prepared/ manufactured from vegetarian source only.