

NAGALAND PULP & PAPER COMPANY LIMITED  
PAPERNAGAR : MOKOKCHUNG : NAGALAND

**INFORMATION IN RESPECT OF VENDORS/ CONTRACTORS**

Sl.No.	Information required	Information furnished
1.	Name & Full Address of Vendor/Contractor	
2.	Name of Contact person with Phone/Mobile Number	
3.	Date of receipt of Letter of Indent (LoI)	
4.	Date of receipt of Work Order	
5.	Date of Kick of Meeting	
6.	Date of mobilization of work	
7.	Approx. work completion time (Month & Year)	
8.	Brief description of material required from NPPC	
9.	Date by which material required from NPPC	
10.	Details of accommodation (Type & number of quarters) required from NPPC	
11.	Site Organization Chart with qualification & experience profile of key personnel (brief CVs) including names, status and photograph of each person deployed alongwith their Blood Group	As given in <b>Annexure-I</b>
12.	Power of Attorney in the name of signatory of the Bid	Copy enclosed as <b>Annexure-II</b>
13.	PAN details (alongwith copy of PAN to be marked as <b>Annexure-III</b> )	
14.	Details of Banker's Name, Branch, full address, A/c No., IFS Code No., MICR No., etc (alongwith copy of Pass Book to be marked as <b>Annexure-IV</b> )	

15.	PF Registration No. (alongwith Copy of registration to be marked as <b>Annexure-V</b> )	
16.	ESI Registration No. (alongwith copy of registration to be marked as <b>Annexure-VI</b> )	
17.	ServiceTax Registration No (alongwith copy of registration to be marked as <b>Annexure-VII</b> )	
18.	Details of comprehensive insurance and date of its expiry (alongwith insurance policy with schedule, to be marked at <b>Annexure-VIII</b> )	
19.	Confirm whether relevant provisions of all labour laws such as, Contract Labour (R&A) Act., 1971, Payment of Wages Act 1956, the Workmen Compensation Act 1923, Bonus Act 1965, EPF & MP Act 1952, etc are being taken care of for compliance	
20.	Confirm whether all relevant provisions of NIB are being taken care of for compliance	
21.	While confirming the compliance of Statutory /NIB provisions as mentioned at Sl.No.19 &20, the provisions which are not applicable, shall be specifically mentioned alongwith reasons thereof.	
22.	Whether all measures have been taken/thought of for safety of the workers and others before & after starting the work	
23.	Any requirement expected from NPPC	
24.	Name of contact person and his Mobile No. in case of an emergent situation	

Date :

( Signature of authorised person of Vendor/Contractor )

Name:

Mobile No.