

# TRANSPORTER FORM

(A PHOTOCOPY TO BE RETAINED BY TRANSPORTER)



## **FENA**

*BETTER PRODUCTS, CLEANER WORLD*

Regd. Office

**FENA (P) LIMITED**

A-237, OKHLA INDUSTRIAL AREA, PHASE-1, NEW DELHI-110 020, INDIA

PHONES: +91 -11 -26811989, 26816692, 26816550, 26812783-84-85

FAX: 91 --- 11 -26816885, 41612982

E-Mail : logistics@fena.com; response@fena.com WEB SITE : <http://www.fena.com>

### **FOR OFFICIAL USE**

Name of Transport Company: \_\_\_\_\_

Vendor Code: \_\_\_\_\_

Sub Ledger Code: \_\_\_\_\_

Head Office at : Town: \_\_\_\_\_ Distt: \_\_\_\_\_ State: \_\_\_\_\_

Dealing Office at : Town: \_\_\_\_\_ Distt: \_\_\_\_\_ State: \_\_\_\_\_

### **GEOGRAPHICAL AREA SERVICED**

From Dispatch Center	Geographical Areas / States Serviced

We are interested in undertaking transportation of your goods to various destinations. We give below our Particulars, Rates and Terms & Conditions for carriage of goods:

1. Name of Transport Company : \_\_\_\_\_
2. Constitution: Proprietorship/Partnership/Pvt. Ltd. Co./ Ltd. Co./ \_\_\_\_\_
3. Year of Establishment: \_\_\_\_\_ No. of Employees: \_\_\_\_\_
4. Trucks owned by Self : \_\_\_\_\_ Associates: \_\_\_\_\_ Total: \_\_\_\_\_
5. Details of Office

Office	Full Address	Phone No.	E-mail	Person Incharge	
				Name	Designation
A. Regd. Office					
B. Head Office					
C. Dealing Office					
D. Branch Office					
E. Branch Office					
F. Branch Office					

**6. Particulars of Directors/Partners/Proprietors:**

S. No.	Name	Designation	Residential Address	Phone No. (Res)	Mobile No.

**7. Relevant Registrations:**

A. PAN NO. \_\_\_\_\_ Dated \_\_\_\_\_ Valid Upto \_\_\_\_\_ ( Photocopy encl. as Annex\_\_\_\_)

B. Service Tax Regd. No \_\_\_\_\_ Dated \_\_\_\_\_ Valid Upto \_\_\_\_\_ ( Photocopy encl. as Annex\_\_\_\_)

C. IBA Regd. No. \_\_\_\_\_ Dated \_\_\_\_\_ Valid Upto \_\_\_\_\_ ( Photocopy encl. as Annex\_\_\_\_)

D. GSTIN NO: \_\_\_\_\_

E. \_\_\_\_\_

**8. Bankers:****Name of Bank****Address****Tel. No.**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**9. Main/Important Customers:**

S. No.	Name of Co./Organization	Products	Dealing Since	Concerned Person		
				Name	Desig.	Tel. No

**10. List of Delivery Offices enclosed as Annexure : \_\_\_\_\_****11. Freight Rates enclosed as Annexure : \_\_\_\_\_**

**12. TERMS AND CONDITIONS:**

- A. Freight rate attached are for full truck load of 10 M.T. These freight rates will be operative from \_\_\_\_\_ to \_\_\_\_\_ after which any change in rates will be intimated 30 days in advance and written approval obtained from you. Revision of rates shall be applicable only after written approval is given by you.

The freight rates are all inclusive rates from Door Collection to Door Delivery i.e. inclusive of all charges such as demurrage, Hamall, Loading, unloading, statistical/stationery charges, goods tax, insurance Charges or any other charges and no further charges of whatsoever nature will be payable extra.

- B. The required number of trucks at the point of loading in your Factory/Depot/Godown will be provided by us at such hours as prescribed by you.
- C. On requisition for trucks, if we fail to provide the trucks within the prescribed time, you have the right to hire trucks from any other agency and in the event we will be liable to pay you the difference between contract rates and the actual freight paid by you or Rs 2000/-per truck of 10 M.T. whichever is higher.
- D. Goods carried will be delivered as per the committed delivery period by us. In case there is a delay in delivery time, Rs. 2000/- per 10 M.T. truck per day of delay will be paid by us as penalty to you.
- E. We will be responsible for any theft, pilferage, shortage damage, loss due to any reason, non delivery etc. Claims for the same shall be deducted either from our immediate due payment by you or we shall pay the same within 7 days of receipt of your claim, whichever is earlier. Claims for shortage/damage/loss/pilferage and non-delivery etc. shall be lodged at our Regd. Office/Head Office/Dealing Office/Branch Office. Any such claims sent by U.P.C., Regd. Post, Speed Post, Courier, Fax, E-mail shall be deemed to be duly lodged.
- F. We will be responsible for any third party liability or liability arising out of any liability or unlawful activities under laws applicable in India.
- G. We shall raise all GRs on "TO BE BILLED" basis. The freight Bills will be submitted by us along with "Proof of Delivery" and Payment will be released by you after 15 days from the date of Receipt of Bills.
- H. TDS and any other statutory Rates and Taxes prescribed by the State/Central Govt. will be deducted from our bills and appropriate Certificate will be issued by you for such deductions.
- I. Weight as calculated on the invoice will be treated as consignment weight.
- J. We will submit interest free security of Rs. \_\_\_\_\_ with you as performance security.
13. Each consignment will be treated as a separate contract. Terms & Conditions mentioned herein shall supercede all terms & conditions mentioned on Goods Receipt/Lorry Receipt.
14. All disputes arising out of Carriage of goods will be subject to exclusive jurisdiction of Delhi Courts ONLY.

15. Names, Designations Specimen Signatures of our Authorized representatives:

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Specimen Signature</b>
(1.)	_____	_____	_____
(2.)	_____	_____	_____
(3.)	_____	_____	_____

16. Other Information, if any: (As per enclosed Annexure \_\_\_\_\_).
17. We undertake to inform you in writing immediately; if & when there is any change in the above information supplied by us.
18. We agree to abide by the terms given above and as may be amended from time to time and approved by you.
19. We have read, taken a copy & agree to abide the attached Code of Relationship for FENA Vendors.

**THIS AGREEMENT SUPERCEDES ALL PRIOR ARRANGEMENTS**

Signature with Rubber Stamp	To be signed by : MD/Director/Prop./Business Head
	Signatory's Name : _____
	Designation : _____
	Date : _____
	Place : _____





### **Code of Relationship for Fena Vendors**

Fena is committed to working with Vendors as “Business Partners” to achieve high standards through transparency and continuous improvement in quality and reduction in costs.

Fena Vendor Business Partners are expected to adhere strictly to the following Code of Relationship:-

1. Compliance with all applicable laws and regulations.
2. Providing safe and healthy working conditions for all employees.
3. Taking due care for environment protection.
4. Ensuring all products and services supplied meet required specifications & conditions and are good for intended use/application.
5. Offering / soliciting of commissions, personal benefits or favours in Cash or kind, gifts, samples, entertainment of any kind, gift vouchers, meals etc. to / by Fena employees is strictly forbidden on any occasion, whatsoever, including festivals, new year and personal / social events such as birthdays, weddings etc.  
Reporting any such matter immediately to the Directors of Fena (P) Limited.
6. Following ethical business practices always.
7. Maintaining strict confidentiality in respect of all business information, however small or insignificant and not passing on the same to anybody other than authorized Fena team members.
8. Ensuring that there is no misuse of any intellectual property rights of Fena (P) Limited i.e. Trademark, Copyright and Patents etc.
9. Ensuring strict compliance to agreed Terms & Conditions of business and adopting best business practices in general, always.
10. Always taking proactive initiative to provide innovative and creative improvements to keep abreast with technological advancements taking place.
11. Ensuring that prices charged to Fena are not higher than prices charged to other customers.
12. Dealings between Vendor and Fena are direct & no middle men / commission agents etc. are to be involved without prior written permission of directors of Fena (P) Limited.

We have read, taken a copy & agree to abide by the above code of Relationship for FENA Vendors.

Authorised Signatory : Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**FOR OFFICIAL USE****Reference Check Reports**

	1.	2.	3.
From Customer			
Person			
Designation			
Phone No.			
Done by			
Date & Time			
References Report (enclose Annexure, if required)			

**Copy of Approved Contract & Rates of other companies submitted**

S. No.	Company	Geographical Area serviced	Copy of Contract submitted	Copy of Approved Rates submitted

**Recommendation & approval of Transport Company**

		Name	Designation	Deptt.	Estd.	Sign.	Date
Dispatch Center	Recommended by						
	Recommended by						
	Recommended by						
Head Office	Recommended by						
	Recommended by						
	Approved by						