

DOCUMENT REQUIRED FOR ENLISTMENT (FOREIGN SUPPLIERS)

All files must be uploaded in PDF only & each file should not exceed 5MB.

S. No	Description
1	Company profile
2	Organization chart along with brief bio-data of key personnel.
3	Description of item(s) and range, for which enlistment is sought.
4	Technical write-up on subject item(s), equipments manufactured at your works incorporating type(s), range (max. / min.), size (max. /min.), service, Model No(s) and other relevant details for each item.
5	Detailed Product catalogue.
6	List of bought out items and sources in tabulated form.
7	List of services subcontracted with names of sub contractors.
8	Certificate of incorporation/ Factory license. (Duly notarized /Apostille)
9	Manufacturing facilities giving details of works wise machinery available in-house, with their capacity/range.
10	Details of testing equipments available in-house works wise.
11	Tests, for which dependent on external agencies and their names/location.
12	Quality assurance manual/procedures including Health safety & environment certificate.
13	Quality control department organogram, showing no. of persons at each level & bio-data of key personnel.
14	Upload index of walk thru CD & send the CD along with hard copy of the documents.
15	Valid ISO Certificate copy (Duly notarized /Apostille)
16	Copy of approval / enlistment / accreditation by independent inspection authorities / process licensors / consultants / owners.
17	Certification / rating / proof of credit worthiness of the Company from Bankers/ independent authority.
18	Contact details of your representative in India.
19	Annual reports for the last three years. In case annual reports are not available, furnish audited balance sheet for the last three years, giving details of annual sales, net worth, and profit/loss figures. (Duly notarized/ Apostille, if not published)
20	Form PDD-F-01, duly filled. Refer annexure XVIII.
21	Documents submitted, against technical requirements displayed item wise. (while filling up the application).

Note:- Qualification Documents mentioned in Clause 3.0 of Terms & Conditions to be submitted duly notarized .