

DOCUMENT REQUIRED FOR ENLISTMENT (INDIGENOUS 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	Copy of Industrial licence/acknowledgement of memorandum, from Ministry of Industry-Govt. of India or SSI Registration certificate from State Directorate of Industries of concerned state, to manufacture subject items/equipments.(Duly Notarized)
9	Copy of NSIC / SSI certificate issued or vetted in last two years from date of application (Applicable only for SSI firm) (Duly Notarized)
10	Copy of full text of agreement with overseas companies and Govt. of India approval (Financial figures from commercial clauses of agreement may be deleted) giving details on <ul style="list-style-type: none"> • Equity participation & technology transfer • Only technology transfer • 100% subsidiary • Execution methodology and scope of individual partner
11	Manufacturing facilities giving details of works wise machinery available in-house, with their capacity/range.
12	Details of testing equipments available in-house works wise.
13	Tests, for which dependent on external agencies and their names/location.
14	Quality assurance manual/procedures including Health safety & environment certificate.
15	Quality control department organogram, showing no. of persons at each level & bio-data of key personnel.
16	Valid ISO certificate Copy (Duly notarized)
17	Copy of approval / enlistment / accreditation by independent inspection authorities / process licensors / consultants / owners.
18	Turnover in value and quantity/tonnage for the last three years. In case yours is a multi product company, give these details category wise.
19	Permanent Account number.
20	Bankers certificate giving details of various credits limits. This will be retainedConfidential. In case of loss making or of negative net worth company, inform how finances are supported.
21	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, if not published)
22	Form PDD-I-01, duly filled. Refer annexure XVII.
23	Form PDD-I-02, duly filled. Refer annexure XIX.
24	Documents 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