

**DOCUMENT REQUIRED FOR REVALIDATION & ENHANCEMENT OF ENLISTMENT  
(FOREIGN SUPPLIERS)**

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

S.No	Description
1	Company profile
2	Organisation 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	Manufacturing facilities giving details of works wise machinery available in-house, with their capacity/range.
9	Details of testing equipments available in-house works wise.
10	Tests, for which dependent on external agencies and their names/location.
11	Quality assurance manual/procedures including Health safety & environment certificate.
12	Quality control department organogram, showing no. of persons at each level & bio-data of key personnel.
13	Upload index of walk thru CD & send the CD alongwith hard copy of the documents.
14	Copy of evaluation / approval certificate from the authorities such as: "BASEEFA/PTB/ATEX/FM/UL/CENELEC/ASME/API/Indian Boiler Regulation (IBR)/Chief Controller Explosive (PESO-CCE), whichever is applicable. (AS PER INDIAN PETROLEUM RULES EQUIPMENTS/ITEMS TO BE LOCATED IN HAZARADOUS AREA, NEED VALID APPROVAL OF CHIEF CONTROLLER OF EXPLOSIVES, NAGPUR-INDIA)".
15	Copy of approval / enlistment / accreditation by independent inspection authorities / process licensors / consultants / owners.
16	Performance feedback from the end users for one year satisfactory operation.
17	Supply reference details of the supplies made in last three years, as per following formats: I. Format PDD-HE-01 – Heat Exchangers. II. Format PDD-PV-01 – Pressure Vessels, Columns, Reactors, etc. III. Format PDD-V-01 – Valves. IV. Format PDD-G-01 - Other items. <b>Refer Annexure XVIII for formats.</b>
18	Contact details of your representative in India.
19	Annual reports / sales figures, showing profit/loss and net worth of the company for the last three years.
20	Form PDD-F-01, duly filled. Refer annexure XX.