

## List of documents to be uploaded by vendor with application for enlistment

Vendors are required to upload following documents (attested by the authorized signatory) as asked at different stages whichever if applicable while filling the application online-

### **Important Advice:**

Please ensure that before starting “online filling of data and uploading documents” all the documents to be uploaded from the list (given below) are converted in PDF form and separate PDF file of each document is readily available.

This will help to complete the document uploading without any trouble.

**Note:** All uploaded document must be self attested by the authorized signatory along with company seal

<b>A ) For General Info :- Documents to be uploaded as applicable</b>				
<b>SL</b>	<b>Details</b>	<b>Documents to be uploaded</b>	<b>Validity</b>	<b>Document uploading</b>
<b>1</b>	<b>Permanent Account No (PAN)</b>	Copy of PAN card		Mandatory for Indian applicants
<b>2</b>	<b>VAT/Central Sales Tax Registration</b>	VAT/CST registration certificate		Mandatory for Indian applicants if applicable
<b>3</b>	<b>Excise Registration</b>	Excise registration certificate		If applicable
<b>4</b>	<b>SSI/NSIC unit</b>	Valid SSI/NSI certificate with goods list as applicable to be uploaded.		If applicable
<b>5</b>	<b>MSME Registration</b>	Registration Certificate from the Concerned directorate to be submitted (Agencies under MSME falling under SC/ST category should combine both (MSME registration certificate and SC/ST certificate) in one sheet and scanned copy of the same should be uploaded in the application on line.		If applicable
<b>6</b>	<b>ISO 9001 Certificate</b>	ISO 9001 Certificate		If applicable
<b>7</b>	<b>ISO 14000 Certificate</b>	ISO 14000 Certificate		If applicable
<b>8</b>	<b>ISO 18000 Certificate</b>	ISO 18000 Certificate		If applicable
<b>9</b>	<b>SA 8000 Certificate</b>	SA 8000 Certificate		If applicable

**Power of attorney:** This is primarily a letter of authorization in favor of the person who is authorized by the company to sign the documents required, scan and upload the same for enlistment. The Power of Attorney has to be issued by competent authority in favor of authorized signatory. If you are CEO/owner of the company, you may authorize your representative on behalf of your company or you may mention yourself in the said document. **Kindly refer to the format for Power of attorney given under Formats tab in our website and get it notarized in N.J. Stamp Paper of Rs 100/-.**

**In case of Public Sector Undertaking:** A letter of authorization by senior officials (DGM/GM level) on the company's letter head may be sufficient.

**Letter of Undertaking:**

Letter of Undertaking should be signed by the authorized person mentioned in the Power of Attorney / Letter of Authorization. **Kindly refer to the format for Letter of Undertaking given under Formats tab in our website and get it notarized in N.J. Stamp Paper of Rs 100/-**

**In case of Public Sector Undertaking:** Letter of undertaking shall be issued in the letter head of the company by the authorized person mentioned in the letter of authorization.

**B) For Financial Info:- Documents to be uploaded as applicable**

SN	Details	Documents to be uploaded	Document uploading
1	Annual Turnover	Copy of Balance Sheet / Profit & Loss Account for last three preceding financial years	Mandatory

**C) For Technical Info:- Documents to be uploaded as applicable**

SN	Details	Documents to be uploaded	Document uploading
1	For experience (TR)	Copies of three Purchase orders of highest value executed during last 5(five years from the date of application, execution proof like Excise invoices/client certificate/stores receipt vouchers / any other document etc. indicating corresponding order number, dates & material supply value etc.	Mandatory
2	QR Related Documents to be uploaded	Documents required in support/Proof of meeting the qualifying requirement for each MEG as mentioned in the Technical Criteria of QR	Mandatory
	For Proof of Manufacturer as mentioned in the Technical Criteria of QR	Any of the following documents : Latest annual report OR NSIC/SSI/MSME registration certificate/BIS license / ISO certificate/ Certificate of registration from the concerned excise department/ any other statutory document as a proof of being manufacturer of the required material	If Applicable

**D) \*For Works/Factory Info :-** Following information are parts of a single document in excel format which can be downloaded from Home page under heading " Formats for Works/Factory Info." Complete these formats offline and keep them ready and upload the same while filling the application for enlistment at the end of Works/Factory Info. Section.

	<b>Details</b>	<b>Documents to be uploaded</b>	<b>Document uploading</b>
<b>1.</b>	Manufacturing Capacity	As mentioned at D above	Optional
<b>2</b>	Manufacturing Facilities (In house & Outsourced)		
<b>3</b>	Testing Facilities (In house & Outsourced)		
<b>4</b>	Quality Assurance		
<b>5</b>	Reputed client in last two years from date of release of NIA		
<b>6</b>	PO Executed in last two years from date of release of NIA		

**\* Once all the above six forms has been filled, save the document and upload the corresponding excel sheet in the field provided in the works / Factory Info section.**