

NAME OF THE FIRM: M/s. _____

CHECKLIST OF THE DOCUMENTS (To Be Enclosed along with Application form) Mandatory

- (a) Is DD of Rs.500/- in favour of CDA (R&D),Hyderabad enclosed : Yes
DD # : _____ Date : ____ / ____ /201__ Name of Bank: _____
- (b) Is Proof of registration with other DRDO Labs enclosed? : Yes
Registered with: _____
- (c) Does Application form consist of fax number and e-mail address of the firm? : Yes
- (d) Is the Application form complete in all respects? : Yes
- (e) Are IT Returns of the past three Financial Years enclosed? : Yes
- (f) Is Company Balance Sheet with Sales Turnover for past 3 Financial years Enclosed? (should be signed by Auditor or Chartered Accountant) : Yes
- (g) Is Banker's Statement available? : Yes
- (h) Is a copy of PAN Card enclosed? : Yes
- (i) Are details of VAT/TIN enclosed along with proof? : Yes
- (j) Are details of CST enclosed along with proof? : Yes
- (k) Are details of TAN enclosed along with proof? : Yes
- (l) Are details of Service Tax enclosed along with proof? : Yes
- (m) Are details of ESI registration enclosed along with proof? : Yes
- (n) Are details of EPF registration enclosed along with proof? : Yes
- (o) Are details of any other Government authority enclosed along with proof? : Yes
- (p) Is copy of Company Registration Document enclosed? : Yes
- (q) Is there exemption of Company Reg. Document? : Yes
If yes, mention the reasons: _____
- (r) Whether MSME form is filled and enclosed along with proof? : Yes
- (s) Is Item Classification I (Only relevant pages) enclosed? : Yes
- (t) Is Item Classification II (Only relevant pages) enclosed? : Yes
- (u) Is ECS Form is enclosed? : Yes
- (v) Whether quality certification sheet is enclosed along with proof? : Yes
- (w) Whether Proof of supply to any other MoD establishments, PSU's, etc. enclosed? : Yes
- (x) Is registration with NSIC enclosed? : Yes
- (y) If manufacturers, whether brochures / Catalogs are enclosed?(optional) : Yes
- (z) Any other documents enclosed, if any (please give details)?
- (aa) Kindly enclose profile of your company in soft copy for enabling us to port the same onto our web site along with the completed application form. (Optional)

CORRECTNESS CERTIFICATE

It is certified herewith that the above mentioned data enclosed as per the checklist is correct in all respects and I, the undersigned is responsible for any mistake whatsoever with an undertaking that the application form is liable for rejection due to non availability of the documents mentioned above.

In the event of registration with your lab, I also take the responsibility of communicating any change of phone number(s), fax number(s), email-id, and address along with proof of documents. I further confirm in the event of non-submission of any document whenever demanded or for any other reason(s) what so ever; Director, RCI reserves the right deregister my firm without any intimation.

Some of the reasons for Removal from the list will be considered on the following grounds:

- (a) The performance is rated below par during the evaluation process.
- (b) The firm fails or neglects to respond to three consecutive invitations to tender within the range of products for which it is registered.
- (c) The firm fails to execute a contract/order
- (d) The firm has no longer the required technical manpower/ equipment/machines.
- (e) The firm is declared bankrupt or insolvent.
- (f) The firm fails to furnish the income tax clearance certificate or any other document when called for.
- (g) The registration of a firm is cancelled under a Government notification (from list of vendors) by another Government department/organisation.
- (h) The integrity of the firm is suspected or it is found indulging in unethical practices.
- (j) Any other relevant reason as found by RCI.

Any other information:

NOTE:

It is mandatory to get your firm registered with <https://rci.drdoeproc.in> to participate in e-Procurement/ e-Tendering

Signature of Authorised Signatory

Name of the Signatory

Stamp & Seal:

Date: / /201
