

List of Documents for Vendor Registration

Sl. No.	Description	Domestic Vendors			International Vendors		
		Manufacturer	Contractor	Trader	Manufacturer	Contractor	Trader
1	Letter of Company Registration/ Incorporation/ Trade License	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
2	Proof of Collaboration /Tie-up	As Applicable	As Applicable	As Applicable	As Applicable	As Applicable	As Applicable
3	Approval of Products/Services by End Customer or their consultant	As Applicable	As Applicable	As Applicable	As Applicable	As Applicable	As Applicable
4	Organization Chart	Mandatory	Mandatory	As Applicable	Mandatory	Mandatory	As Applicable
5	Registration Copy of MSME	As Applicable	As Applicable	As Applicable	As Applicable	As Applicable	As Applicable
6	Summary sheet of past 3 years Audited balance sheet and P&L Account	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
7	Excise Registration / Sale Tax / Service Tax Registration Proof (copy)	Mandatory	Mandatory	Mandatory	Not Applicable	Not Applicable	Not Applicable
8	A copy of PAN Card	Mandatory	Mandatory	Mandatory	Not Applicable	Not Applicable	Not Applicable
9	Latest Income Tax Return - Copy	Mandatory	Mandatory	Mandatory	Not Applicable	Not Applicable	Not Applicable
10	Bank Solvency Certificate	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
11	Bank Guarantee/OD - Bank Letter	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory
12	List of Tools/ Equipments/ Fleet along with their capacities	Mandatory	Mandatory	As Applicable	Mandatory	Mandatory	As Applicable
13	Testing Facilities	Mandatory	As Applicable	As Applicable	Mandatory	As Applicable	As Applicable
14	Material Handling Facilities -List	Mandatory	Mandatory	As Applicable	Mandatory	Mandatory	As Applicable
15	Q.C. Set up & Organization Chart	Mandatory	Mandatory	As Applicable	Mandatory	Mandatory	As Applicable
16	Quality Policy/QA manual/Procedure	Mandatory	As Applicable	As Applicable	Mandatory	As Applicable	As Applicable
17	Certification (ISO/OHSAS etc.) /Authorized Dealer's Certification	Mandatory	As Applicable	Mandatory	Mandatory	As Applicable	Mandatory
18	List of Customers with details of products/ services supplied	Mandatory	Mandatory	As Applicable	Mandatory	Mandatory	As Applicable
19	Order Book & recently executed Orders	Mandatory	Mandatory	As Applicable	Mandatory	Mandatory	As Applicable
20	Reference of three major Clients/Customers	Mandatory	Mandatory	As Applicable	Mandatory	Mandatory	As Applicable