

# TATA PROJECTS LIMITED

MITHONA TOWERS – 1, H No. 1-7-80 to 87, Prenderghast Road,  
Secunderabad- 500003

## APPLICATION FOR ENLISTMENT AS APPROVED VENDOR

<b>1.0</b>	<b><u>ESTABLISHMENT:</u></b>		
1.1	<b>Name of the Company</b>		
1.2	<b>Vendor specialization categorisation</b>		Choose your specialty from the options provided If not present in the provided options, add it to the "Others box" If required, provide additional technical details in the space provided.
1.3	<b>Communication details at Corporate Office:</b> Address Telephone No. Fax No. E mail ID Contact Person Mobile No		Provide the communication details for the Corporate and Branch Offices
1.4	<b>Communication details at Factory</b> Address Telephone No. Fax No. E mail ID Contact Person Mobile No		Provide the communication details for Factory and all Units
1.5	<b>Nature of Company</b>		
	Sole Proprietor	Partnership	Private Ltd
	Public Ltd	Public Sector	
1.6	<b>Nature of Business</b>		
	Manufacturers	Authorized Dealers or Agents	
	Traders	Fabricators & Erectors	
	Package or System suppliers	Erection or Commissioning or Maintenance Contractors	
	Other Service Providers		
1.7	<b>Year of establishment &amp; Registration No.</b>		Provide a copy of the letter of registration
1.8	<b>Collaboration / tie up with any foreign company</b>		
1.0	<b>Plant area</b>		
1.10	<b>Power</b>		
1.11	<b>Utilities Details</b>		

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2.0 ORGANISATION:					
2.1	Name of Chief Executive/Managing Director				
2.2	Organizational details (Enclose the organization chart)				
2.3	<b>Total Organization Strength</b>	Managerial	Supervising	Direct/ Workmen	Other s
A	Engineering \ Design				
B	Quality Department				
C	Manufacturing \ Project Execution				
D	Procurement				
E	Administration & Commercial				
F	Other Departments				
2.4	Is there any registered trade union? (Indicating affiliation to any political party. If yes, provide details).				
2.5	Are you registered under MSME Act?		Provide a copy of MSME Registration		

3.0 FINANCIAL:		
3.1	Company's Turnover for the last three years. Attach copy of audited balance sheet, P&L A/c for last three years (summary sheets only )	Provide a copy of audited balance sheet for every year
3.2	Excise duty: Applicable / Exempted.	Provide a copy of the Excise Registration \ Proof of registration
3.3	PAN No.	Provide a copy of PAN card.
3.4	Sales Tax Registration No/ TIN No	Provide a copy of the latest clearance certificate
3.5	Income Tax Certificate	Provide a copy of latest income tax paid certificate
3.6	Name and address of Bank/ Branch	Provide a copy of solvency certificate from the bank
3.7	Bank guaranty / OD limits	
3.8	Bank Certificate	Provide a copy of the Bank Certificate

4.0 DESIGN FACILITIES:	
4.1	Experience in designing (years)
4.2	Products / Equipments conforming to which design codes / standards, please specify.
4.3	Resources for Design ( Manpower facilities)
4.4	Collaboration details (if any)

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5.0	<b><u>MANUFACTURING FACILITIES :</u></b>	
5.1	Please enclose lists with full details of machinery and capacities	Provide all relevant attachments
5.2	Testing facilities (please)	Provide all relevant attachments
5.3	Handling Facilities	Provide all relevant attachments

6.0	<b><u>QUALITY CONTROL :</u></b>	
6.1	Quality control set up	Provide organisation chart
6.2	Please enclose a copy of quality policy/ QA manual/ procedure followed for raw material, in process and final inspection. Please enclose copies of type test certificate if applicable	Provide all relevant attachments
6.3	Statutory approvals like IBR, CCOE, TAC, CMRI, BIS as applicable.	
6.4	Please furnish details of quality certification/ accreditation/ approvals if any	Provide any certificates applicable

	<b><u>EXPERIENCE:</u></b>	
7.1	Major Customers of similar products / services	
7.2	Company's order book value on hand as on date & value of executed major orders for last three years	Provide all relevant attachments
7.3	Give reference of three major clients with name of contact person, mobile number and telephone numbers to whom you have supplied material / works executed	Provide all relevant attachments
7.5	Are you associated with any Tata Group company? If yes, please give details.	

**I / We hereby declare that the information furnished in the application, are true to my/ our best of knowledge and belief.**