

CHECK LIST FOR SUPPLIERS	
SL NO	DESCRIPTION
1	Product/ service list
2	Details of product/services/technical leaflet
3	Nature of business –manufacturer /service sub contractor/ agent/trader.
4	Factory addresses /phone no. /fax no.
5	Registered office address/phone no. Fax no.
6	Sales office/ correspondence address/ phone no. Fax no.
7	Type of firm- limited/partnership/proprietary
8	Names of directors/ partners/ proprietor
9	Partnership deed
10	Certificate of registration of partnership under partnership act.1932
11	Declaration of no change in partners
12	ROF issued by registrar of firms under partnership act 1932 in case of change in constitution of partnership firm
13	Incorporation of company under companies act 1956 (private & public)
14	Memorandum & article of association
15	Shop & establishment
16	Factory license
17	Labour Commissioner Registration Certificate
18	Drug license
19	PWD/electric contractor license.
20	Certificate of inspectorate of boiler
21	Explosives certificate
22	CHA license.
23	GST registration certificate
24	List of MDL tenders and response to mdl tenders
25	PAN no.
26	IT Return, for preceeding three assessment years
27	Annual reports for past three financial years with duly audited balance sheets & profit and loss accounts with all schedules
28	Banker details with photo copy of cancelled cheque.
29	List of directors/ proprietors/partners
30	Sister concern declaration
31	Principal auth letter indicating period of distributorship
32	Plant m/c. List
33	Godown details and rent receipts
34	Transport facility
35	Quality control procedure
36	Dealing officer of the firm & details
37	Third party inspection
38	Banned/black list by govt. Undertakings if so details
39	Declaration
40	ISO 9000/14000
41	NSIC
42	MSME
43	FIRM REGD. WITH Govt. Undertakings/DGQA/INDIAN NAVY/ INDIAN
44	COAST GUARDS.
45	MDL P.O.
46	BANK SOLVENCY
47	LIST OF DISTRIBUTORS/AGENTS
48	FIVE MAJOR ORDERS EXECUTED FOR GOVT./PSU's/OTHER DEFENCE PSU's IN RECENT PAST.
49	SAT.PERFORMANCE REPORT FOR FIVE MAJOR ORDERS EXECUTED FOR GOVT. UNDERTAKINGS /.DELIVERY CHALLANS/INVOICES