

ASSESSMENT FORM FOR APPENDIX- I (Revised)

INDIAN ORDNANCE FACTORIES **VENDOR REGISTRATION REQUEST FORM**

PART-I

GENERAL INFORMATION

1. NAME OF THE COMPANY/VENDOR

.....
.....

2. ADDRESS: (a) REGD. OFFICE :

.....
PIN.....

STD CODE: PH No 1:.....

Ph. No. 2: FAX:.....

E-MAIL:.....

MOBILE:.....

(b) WORKS / FACTORY

.....
PIN.....

STD CODE: PH No 1:.....

Ph. No. 2: FAX:.....

E-MAIL:.....

MOBILE:.....

(In case of works at more than one location, a separate sheet to be attached for page 1 only)

3. ADDRESS OF LOCAL BRANCH/BRANCH OFFICE /SOLE SELLING AGENT (IF ANY)

.....
PIN.....

STD CODE: PH No 1:.....

Ph. No. 2: FAX:.....

E-MAIL:.....

MOBILE:.....

4. DATE OF INCORPORATION OF THE COMPANY/ COMMENCEMENT OF PRODUCTION.

.....

5. NATURE OF COMPANY.....

(ATTACH RELEVANT COPIES OF INCORPORATION / PARTNERSHIP DEED/
REGISTRATION OF ENTERPRISE)

a. PROPRIETORY

b. PVT. LIMITED

c. DPSU /P.S.U.

d. PARTNERSHIP

6. CATEGORY OF INDUSTRY: (Attach relevant registration documents)
- LARGE SCALE.
 - MEDIUM SCALE
 - MSEs (Micro and Small Enterprises)
 - MSEs (Micro and Small Enterprises) OWNED BY SC/ST ENTREPRENEURS

7. NAME OF PROPRIETOR /M.D/PARTNER

NAME:.....

ADDRESS:.....

PIN.....

STD CODE: PH No 1:.....

Ph. No. 2: FAX:.....

E-MAIL:.....

MOBILE:.....

8. DETAILS OF TECHNICAL COLLABORATIONS (FOREIGN OR INDIGENOUS)

SL.NO	PRODUCTS	NAME & ADDRESS OF COLLABORATION	YEAR	CURRENT OR NOT

9. DETAILS OF FACTORY LAND & BUILDING (In Sq.Mtr.) :
(ATTACH DETAILED SITE PLAN OF LAY OUT OF PREMISES CLEARLY DEPICTING AREAS e.g. PRODUCTION AREA (APROX. LOCATION OF PLANT/MACHINERY STORES, BOND ROOM INSPECTION ETC. ALSO INDICATE BOUNDARY WALL)

- Total Covered area
- Production Area
- Bond Room Area
- Inspection Room Area
- Storage Area
- Over all Area

10. i. NAME OF BANKERS & ACCOUNT NOS. AND ADDRESS (WITH PHONE NO. STD CODE, PIN, FAX & E-MAIL)

- PRINCIPAL BANKER
- TYPE OF ACCOUNT
- ACCOUNT NO. & IFSC code
- CREDIT & OVERDRAFT FACILITY & LIMIT

ii. TAN DETAILS:

- TAN NO.:
- ADDRESS OF ASSESSING I.T.O

11. VALID EXCISE REGISTRATION NUMBER

12. AUDITED BALANCE SHEET & PROFIT & LOSS A/C FOR LAST THREE YEARS AND TOTAL ACCUMULATED LOSSES IF ANY.

NOTE: a. Firms having turn over less than Rs. 100 lakh may be allowed to submit unaudited Balance sheets as per income Tax Act subject to submission of affidavit as explained below.

But in above case, the firms may be asked to submit declaration with an affidavit from First class Magistrate stating that their business is not coming under section 44AB, 44AE, 44AF or 44BBB or any other section which is not exempted from submitting audited balance sheet.

The Firms falling under sections mentioned above shall have to submit audited Balance sheets even if their turn-over is less than Rs. 100 lakh.

- b. Some firms are found in existence for the period of less than 03 years as on date. Therefore, they are unable to submit the documents regarding IT returns, balance sheets & data against annual turnover for the last three yrs. In such cases Sr. GMs /GMs are authorized to provisionally register the firm having existence of less than 3 yrs. if the firm is found otherwise eligible for registration.

13. VALUE OF CURRENT ASSETS (AS PER BALANCE SHEET)

14. VALUE OF CURRENT LIABILITIES (AS PER BALANCE SHEET)

15. DETAILS OF HYPOTHECATION

16. RELEVANT INFORMATIONS WITH COMPLETE DETAILS ABOUT SISTER CONCERNS SUBSIDIARIES, IF ANY.

17. SOURCE OF FINANCE WITH BORROWING LIMIT AND BANK GUARANTEE.

18. WHETHER EVER FILED OR PETITION FOR BANKCURREPCY OR RE-ORGANISATION?

19. WHETHER DEBARRED FROM GOVERNMENT CONTRACTS/ ORDNANCE FACTORIES?

20. WHETHER CHANGED FIRM'S NAME IN LAST 5 YEARS (IF YES DETAILS OF PREVIOUS NAME REGISTRATION NO. & ADDRESS)

21. DETAILS OF DEFENCE STORES FOR WHICH REGISTRATION IS SOUGHT :

SL. NO.	NOMENCLATURE	SPECN. NO.	PRODUCTION CAPACITY/MONTH
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.....

22. BASIS OF ESTIMATED PRODUCTION CAPACITY IN RESPECT OF ITEMS FOR WHICH REGISTRATION IS REQUIRED.

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23. INDIVIDUAL FLOW PROCESS CHART OF ALL THE ITEMS FOR WHICH REGISTRATION IS REQD. TO BE FURNISHED. ATTACH SEPARATE SHEET OF EACH ITEM.

24. DETAILS OF ITEMS PRODUCED IN LAST 3 YEARS

NAME OF PRODUCT	YEAR OF FIRST MFG.	PRODUCTION IN LAST 03 YEARS	QTY.	SUPPLIES TO
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25. COMPANY BROCHURE / CATALOGUE AND LITERATURE TO BE ENCLOSED

26. SOURCE OF RAW MATERIAL FOR EACH OF ABOVE ITEMS :
(ATTACH COPIES OF AGREEMENT, IF ANY)

ITEMS	BASIC RAW MATERIAL	SOURCE (INDIGENOUS/ IMPORTED)	NAMES OF MAJOR RAW MATERIAL SUPPLIERS
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27. FUTURE PLAN IF ANY , IN RESPECT OF EXPANSION PROGRAMME / INSTALLATION OF ADDITIONAL MACHINES/FACILITIES & TESTING EQUIPMENT ETC.:

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28. a. DETAILS OF BOUGHT OUT ITEMS (Component /Sub Assy/ Assy/ Processes) FROM SUB CONTRACTORS : (Attach copies of agreements, if any)

SL. NO.	MAIN EQPT	Comp/Assy/Sub Assy/ Processes	NAME & ADDRESS OF THE SUB CONTRACTOR
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b. DETAILS OF TESTING/QUALITY CONTROL DONE BY SUB-CONTRACTORS

SL. NO.	MAIN EQPT	DETAILS OF TEST	NAME AND ADDRESS OF SUB-CONTRACTOR/LABORATORY	AGREEMENT (IF ANY)
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29. (a) DETAILS OF OUTSOURCING OF FACILITIES OF PRODUCTION OR PROCESSING FROM SUB. CONTRACTORS :

(GIVE ITEM WISE OUTSOURCED FACILITY & ATTACH COPIES OF AGREEMENT)

SL. NO.	MAIN STORE	FACILITY/PROCESS	NAME & ADDRESS OF SUB. CONTRACTOR
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(b) DETAILS OF CAPACITY OF SUB. CONTRACTOR IN RESPECT OF AREAS OF SUB CONTRACTING :

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(c) DETAILS OF TESTING /QUALITY CONTROL DONE BY SUB. CONTRACTOR

SL. NO.	MAIN STORE	DETAILS OF TESTS	NAME OF SUB. CONTRACTOR
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NOTE (i) IN CASE OF AUTHORISED DEALERS/SOLE SELLING AGENT, DETAILS TO BE PROVIDED OF THEIR ORIGINAL MANUFACTURER BASED ON WHICH ASSESSMENT WILL BE DONE.

(ii) KINDLY NUMBER OR CODIFY THE EXTRA SHEETS & ANNEXURES & ENSURE THAT DOCUMENTS ARE LINKED PROPERLY ACCORDING TO SL.NOS. IN THIS PROFORMA.

(iii) WHEREVER SPACE IS INADEQUATE ATTACH EXTRA SHEETS WITH PROPER LINKING.

(iv) ALL SHEETS OF PROFORMA AS WELL AS EXTRA SHEETS & ANNEXURES MUST BE SIGNED AND STAMPED BY VENDOR.

PART-II

ADMINISTRATIVE INFORMATION

(Submission of relevant applicable documents against this section is mandatory)

30. • VALID LICENSE FOR MANUFACTURING/BUSINESS
- LICENSE NO.
 - DETAILS OF LICENSING AUTHORITY
 - VALIDITY PERIOD
 - VALID FOR PRODUCTS
31. VALID STATE/ VAT/ CENTRAL SALES TAX REGISTRATION CERTIFICATE.
32. OWNERSHIP OF FACTORY LAND & COMPANY BUILDING :
OWNED/RENTED
(ATTACH PROOF OF OWNERSHIP, AGREEMENT DETAILS)
33. COPY OF ELECTRICITY BILL
34. ATTACH COPY OF VALID POLLUTION CLEARANCE CERTIFICATE FROM DESIGNATED STATUTORY AUTHORITY, IF APPLICABLE

PART-III

TECHNICAL & FINANCIAL INFORMATION

PART-III (A)- TECHNICAL

35. DETAILS OF REGISTRATION WITH (ATTACH RELEVANT COPIES OF REGISTRATION CERTIFICATE)
- a. NSIC b. SSI c. MSME
 - d. DGS&D e. DGQA
 - f. OTHER DEFENCE DEPARTMENTS
 - g. ANY OTHER ORD. FYS. FOR DIFFERENT PRODUCT

Registered with any one of the above:

10

Registered with 2 or more of the above:

15

Marks

36. NATURE OF BUSINESS.....
- a. MANUFACTURING 30
- b. SOLE SELLING/AUTHORIZED AGENT 20
- c. TRADER/DEALER/PROCESSOR/REPACKER 5

37. DETAILS OF CURRENT PRODUCTS & SERVICES

If Critical components are being supplied 10

Other components 5

Sl.No.	TYPE	DESCRIPTION	LICENSED/INSTALL ED RANGE/CAPACITY	ANNUAL PRODUCTION FOR PRECEDING TWO YEARS

(ATTACH PRODUCT LITERATURE & LEAFLET, IF AVAILABLE)

38. DETAIL OF IMPORTANT FACILITIES & INFRASTRUCTURE AVAILABLE FOR
MANUFACTURING THE ITEMS FOR WHICH REGISTRATION IS SOUGHT:

(a) PRODUCTION (INCLUDING HEAT TREATMENT, DIES, JIGS & FIXTURES,
SPINNING ,WEAVING, WET PROCESSING PRINTING ETC. DETAILS ARE TO BE
FURNISHED ON TYPE/MAKE OF PLANT, LICENSED CAPACITY & INSTALLED
CAPACITY ETC.)

COMPLETE FACILITY AVAILABLE 25

FACILITY IN CORE AREA AND AGREEMENT/TIE UP FOR THE REST 15

FACILITY NOT AVAILABLE 0

(b) SPECIAL PURPOSE M/C (e.g. EDM,WIRE CUT,LASER CUT, ROBOT etc.)

SL. NO.	DESCRIPTION OF M/C & MODEL SPECN	MAKE & QTY	DATE OF PURCHASE	APPX COST	PERCENTAGE EPRECIATION PER YEAR
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FACILITY AVAILABLE 5

FACILITY NOT AVAILABLE 0

(c) TOOL ROOM, METROLOGY & TEST EQUIPMENTS & FACILITIES:

SL. NO.	TYPE OF INST, GAUGES, TEST EQPT	MAKE MODEL	QTY	DATE OF PURCHASE	FREQUENCY FOR CALIBRATION	APPROX COST CALIBRATION
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FACILITY AVAILABLE 5

FACILITY NOT AVAILABLE 0

39. DETAILS OF ELECTRIC POWER :

a) SANCTIONED b) INSTALLED c) STAND BY ARRANGEMENT OF POWER
(INDICATE CAPACITY OF GENERATOR)

Captive Power availability (at least 30% of installed capacity) 10

- 40. DETAILS OF MAN POWER EMPLOYED :**
- | | | |
|------------------------|---------------------|-----------|
| a) TECHNICAL | b) ADMINISTRATIVE | |
| MANAGERIAL..... | MANAGERIAL..... | |
| SUPERVISORY..... | ASSTT/CLERICAL..... | |
| LAB. TECHNICIANS..... | | |
| LABOURERS SKILLED..... | | |
| TOTAL..... | TOTAL..... | |
| TOTAL OF (a) | > 50 | 10 |
| | > 10 but < 50 | 5 |
- c) EMPLOYEES WITH DEGREE QUALIFICATION IN TECHNOLOGY/ENGG. **5**
- d) EMPLOYEES WITH DIPLOMA QUALIFICATION IN ENGG.
- e) EMPLOYEES WITH ITI DIPLOMA IN ANY ENGG. TRADE.
- 41. DETAILS OF INSPECTION & QUALITY CONTROL OF FACILITIES**
- a) LAB. EQUIPMENT & NO. OF TRAINED TECH. IN LAB. **10**
- b) IS THE LAB. ACCREDITED BY N.A.B.L **YES** **15**
- c) VALID UP TO
- d) TYPE OF LAB
- e) ASSISTANCE FROM OR DEPENDENCE ON ANY CENTRAL AGENCY FOR TESTING/CALIBRATION ETC. (FURNISH DETAILS)
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- 42. IS COMPANY ISO 9001:2008 CERTIFIED (IF YES GIVE DETAILS)** **20**
- a. DATE OF CERTIFICATION
- b. CERTIFYING BODY
- c. LAST AUDITED ON
- d. VALID UP TO
- 43. DETAILS OF R&D FACILITIES AVAILABLE::** **10**
- (FACILITIES LIKE CAD/CAM,ETC.)
-
-
-
- 44. DETAILS OF SUCCESSFULLY COMPLETED SUPPLY ORDERS IN LAST 3 YEARS TO REPUTED CUSTOMERS (MINIMUM THREE ORDERS) :**
- ITEMS PRODUCED AND SUPPLIED **20**
- ITEMS SUPPLIED BUT NOT PRODUCED **5**

Sl.No.	Name of Reputed Customer	Description of store supplied	S.O. No. & Date	Order Qty.	Value	Qty. Supplied	Date of last Supply
1							

Total of PART-III (A)- TECHNICAL

190

PART-III (B)- FINANCIAL

45.	INCOME TAX RETURNS FOR THREE YEARS (of the firm)	SUBMITTED (2 or More years).....	10
		SUBMITTED(1 year).....	5
		NOT SUBMITTED...	0
46.	INDICATE ANNUAL TURNOVER/SALES FOR LAST THREE YEARS (For the firms , which have not completed three years, avg. turnover to be calculated based on no. of years completed) AVG. TURNOVER (Rs.).....		
		>20Cr	20
		> 5 Cr to 20 Cr	15
		> 1 Cr to 5 Cr	10
		> 20 Lakh to 1 Cr	5
		< 20 Lakh	0
47.	TREND OF NET WORTH FOR LAST THREE YEARS Year..... (Net Worth=Total Asset-Total Liability)	(UPWARD TREND/STATIC TREND IN AT LEAST TWO PREVIOUS YEAR) DOWNWARD TREND	5 0
48.	VALUE OF CAPITAL EMPLOYED:		
	More than Rs. 10 Cr.		15
	Between 1 Cr. to 10 Cr.		10
	Between 20Lakh. to 1 Cr		5
	Less than Rs. 20L.		0
		Total of PART-III (B)- FINANCIAL	50
		GRAND TOTAL	240

DECLARATION

I/We confirm that the information furnished in Part I , II & III above are correct to the best of my knowledge & belief. In the event of any information given by me/us is found in-correct/false at any time, I/we understand our registration will be cancelled without notice, besides any other appropriate action against me/us.

DATE :

PLACE :

NAME (S) IN CAPITAL LETTERS

SIGNATURE (S)

NOTE:

- 1 APPLICATION WITHOUT DOCUMENTS (AS APPLICABLE) AGAINST PART II NOT TO BE CONSIDERED.
- 2 Qualification of Firms based on assessment from above form:
Maximum Marks = 240
Firm should obtain minimum 50% Marks in Part III (A) & Part III (B) combined to qualify for capacity verification.